

	SECTION:	ADMINISTRATION	ADM-181
	CHAPTER:	TRAINING	
	DIRECTIVE:	TRAINING PROGRAMS	

181.01 SUMMARY

This directive defines Department guidelines for the development of training programs.

181.02 PURPOSE OF TRAINING PROGRAMS

Training programs have two purposes: to improve the ability of Department employees to perform their job tasks safely and efficiently; and to ensure that Department employees are aware of and adhere to Department direction in the form of new Department goals, objectives, policies, and procedures.

181.03 RECRUITMENT/ TRAINING SERGEANT RESPONSIBILITIES

ANALYZE DEPARTMENT TRAINING NEEDS – The Professional Standards Unit Sergeant will develop training programs based on the input and feedback from several Department Sections and Units. This input includes, but is not limited to:

- Review of annual inspection reports.
- Professional Standards Unit recommendations.
- Staff reports and input from staff meetings.
- Consultations with field personnel and field observations, including input from designated Department instructors.
- Training Committee recommendations.
- Training School evaluations and questionnaires.
- Recommendations from the Chief of Police, Deputy Chiefs, and other department personnel.

181.04 MANDATORY ROLL CALL TRAINING

Although short in duration, roll call (5-20 minutes at the beginning of an Officer’s tour of duty) represents an opportunity to provide approximately 40 hours of training to each Officer each year.

PSU SERGEANT RESPONSIBILITY – Develop a core roll call training curriculum for Department personnel to provide consistent training and documentation.

SUPERVISOR RESPONSIBILITY – The Supervisors who oversee a team(s), a Section or Unit shall be responsible for the development and delivery of specific training needs pertaining to employees under their supervision. This may include issues identified through critical incident debriefing and/or training issues pertaining to civilian personnel.

**MANDATORY ROLL CALL
TRAINING (con't)****TRAINING RECORDS DOCUMENTATION AND RETENTION**

Supervisors shall document and forward a copy of any training topics/subjects, lesson plans, techniques used in the training, and a list of personnel receiving training. Such documentation shall be forwarded to the Recruitment/Training Sergeant for tracking, recording and retention in the individual employee's training files.

**181.05 REQUIRED
ANNUAL
RETRAINING FOR
SWORN
PERSONNEL**

Each sworn member of the Department from the rank of Commander down must attend an annual training course which may address:

- New laws and court rulings.
- Revisions and general review of Department policies and procedures.
- Review of the separate agency components of the local criminal justice system.
- Limitations of and criteria for the exercise of discretion.
- Use of Force policy.
- Firearms qualification policy.
- Review of interrogation and interview techniques.
- New investigative techniques or technology.
- Evidence collection and preservation.
- Emergency medical training.
- Emergency fire suppression techniques.
- Hazardous materials procedures.
- Review of contingency plans.
- Community oriented policing strategies.
- Report writing and record systems procedures.
- Performance evaluation system.
- Emergency/Pursuit and Driving Skills training.

Sworn employees shall be responsible for attending mandatory training sessions, courses, roll-call training or presentations. If an employee fails to attend or knows he/she will be unable to attend a specific training session or course, he/she shall notify their immediate supervisor to make arrangements to attend "make-up" training if offered.

181.06 ANNUAL SUPERVISOR TRAINING

On an annual basis, supervisory personnel may receive additional training addressing:

- Employee evaluation.
- Fair Labor Standards Act.
- Employee motivation.
- Discipline policy and procedures.
- Employee counseling.
- Departmental goals.
- Scheduling and efficient usage of personnel.

181.07 MANDATORY ADVANCED TRAINING

SERGEANT – Attendance in a supervisory school at a recognized police training institute is mandatory on promotion to Sergeant. The Sergeant will attend the training as soon as practicable after promotion. The training must be a minimum of two weeks long and be approved by the appropriate Deputy Chief and/or Chief of Police.

COMMANDER – Attendance in a management school at a recognized police training institute is mandatory on promotion to Commander. The Commander will attend the training as soon as practicable after promotion. The training must be a minimum of two weeks long and be approved by the appropriate Deputy Chief and/or Chief of Police.

In both cases, the Chief of Police may determine how the newly promoted and trained Supervisor can best serve the Department and may assign or reassign the Supervisor as appropriate.

181.08 SELECTIVE ADVANCED TRAINING

The criteria for selection to attend advanced training (for example, FBI National Academy, Northwestern University Traffic Institute, Southern Police Institute, and Southwestern Law Enforcement Institute) are:

- Rank of Commander or higher.
- Demonstrated leadership qualities and commitment to the organization.
- Final approval from the Chief of Police.

