DAVIS POLICE DEPARTMENT

TRAINING
Policy and Procedure 1.32-A

DEPARTMENT MANUAL

Index as:

Training

I. POLICY

The Department will provide training consistent with the professional development of members, to prepare personnel to act decisively and correctly in a broad spectrum of situations, to enhance productivity and effectiveness, and better prepare members to serve in their positions. Further, the training program will be designed to ensure Department needs are addressed and there is accountability for training provided.

II. DEFINITIONS

A. Specialized Training- Training to enhance skills, knowledge and abilities beyond the level taught in either initial training or other in-service programs. Specialized training may address supervisory, management, and/or executive development training and may also include technical and job-specific subjects, e.g., homicide investigation, sexual assault investigation, firearms.

B. In-service Training or Advanced Officer (AO) Training- Training in addition to recruit training, which may include periodic retraining or refresher training, specialized training, career development, promotional training, advanced training, and roll-call training.

C. Remedial Training- Personalized training to correct a specific deficiency, which is usually identified by either testing or other evaluation during training, or supervisory evaluation during routine job performance.

III. TRAINING FUNCTION

A. Duties and Responsibilities

1. Department training shall be coordinated by the Training Manager (TM), who is the Professional Standards Lieutenant.

2. Responsibilities of the Training Manager include:

   a. Planning, approving, scheduling, coordinating, implementing, and evaluating Specialized, AO, and Remedial Training.
   b. Maintaining Department and POST training records.
   c. Ensuring required training programs are attended and Peace Officer Standards and Training (POST) Continuous Professional Training (CPT) requirement are met.
   d. Identification of current and future training needs.
   e. Development of training plans and specific programs.
B. Development and Management of Training Programs

The TM shall be responsible for developing, scheduling and evaluating training based on job task analyses of each position as recorded in the Career Development Manual, input from supervisors and instructors with respect to deficiencies in performance or knowledge, and direction of the Division Commanders.

C. Training Oversight

The Division Commanders and training coordinators shall meet at least once per year to update the training matrix, which is a Department wide training plan. Individual Division Commanders and coordinators may meet with the TM as needed to recommend training for their respective Units/Divisions. The annual meeting is open to any Department member.

1. The annual training meeting should be minimally attended by:
   a. The Division Commanders.
   b. The Department Firearms Coordinator.
   c. The Department Defensive Tactics Coordinator.
   d. The Field Training Supervisor/Manager.
   e. A representative from DPOA
   f. One member representative, selected by the members in the Division/Unit, from the following the Divisions/Units;
      1. Patrol
      2. Investigations
      3. ILP/Community Policing
      4. Records
      5. Communications

2. The training group is responsible for:
   a. Recommending training programs, classes, or seminars to the TM for review, approval, and scheduling.
   b. Developing in-service training programs.
   c. Developing and updating a master training plan/matrix for each assignment/position within the Department.

D. Training Implementation

1. The assigned training staff shall be responsible for the implementation of training programs which are approved by the TM, and shall coordinate efforts to ensure the most efficient implementation of training programs and their evaluation.

2. All training programs will be reviewed at least annually.

IV. BASIC LAW ENFORCEMENT & FIELD TRAINING

A. Academy Training

All newly hired police officers and reserve officers shall successfully complete a POST approved basic law enforcement training academy or applicable reserve academy prior to assignment as a sworn police officer or reserve officer.
B. Field Training

1. All newly hired police officers who have completed a POST approved academy shall successfully complete the Field Training Program prior to assignment as a solo patrol officer.

2. Field training for newly hired police officers shall be a minimum of four weeks, shall encompass a rotation of assignments relative to job function, shall be in accordance to those requirements as contained in the Field Training Manual, and shall fulfill field training requirements as established by POST.

V. OUT OF DEPARTMENT TRAINING

A. Criteria for Out-of-Department Training.

1. Normally, members will be scheduled for out of department training pursuant to the Department training plan, taking into account special interests of the member and the needs of the Department.

2. Members who desire to attend training outside the Department shall submit a request in writing to their supervisor. The supervisor can deny the request or send it to the Division Commander for review. Requests may be denied because of scheduling conflicts and staffing needs.

3. The member’s Division Commander will consider the request. If the training is denied, the written request will be returned to the member initiating the request, via the chain-of-command. Approved requests will be forwarded to the TM.

4. The TM will review written training requests submitted by Division Commanders. If the request is approved, the TM will ensure all training reservations and travel plans are made. If the training is denied, the written request will be returned to the member initiating the request, via the chain-of-command.

5. When a training request is received by the TM, it will be assumed the member’s schedule will allow them to attend the training. Once the training has been actually scheduled with the vendor, a notice will be sent to the affected Division Commander for entry into their schedule book.

6. The Department will not compensate members who attend training they personally schedule without authorization.

B. Member Responsibility

1. Members selected to attend authorized training programs are required to attend. Absence will be excused for court, illness, and unexpected emergencies.

2. Members shall notify their immediate supervisor when they are unable to attend a scheduled training session. The supervisor shall forward written notification of the absence to the TM for documentation in the training record.

VI. ROLL-CALL (BRIEFING) TRAINING & TRAINING BULLETINS

A. Roll-call training is designed to keep all personnel informed concerning current trends and best practices pertaining to their assigned duties and shall be scheduled on an as-needed basis.
1. Each Division Commander is responsible for ensuring that roll-call training is planned, delivered, and evaluated.

2. Most roll-call training will be presented by first line supervisory personnel. Other personnel may be assigned the task of preparing and presenting roll-call training.

3. Methods of instruction may include lectures, demonstrations, videotapes, movies, handouts, or other material deemed appropriate.

4. Roll-call training shall be critiqued by personnel in attendance, and evaluated by the first line supervisors for applicability.

5. Instructors conducting roll call training will ensure the training is documented and a list of attending employees is made and forwarded to TM for entry into the training data base.

B. Training bulletins shall be distributed to all personnel regarding changes within the organization, the legal system, federal and state statutes, the most current trends in law enforcement, and related topics.

VII. REMEDIAL TRAINING

A member deemed deficient in any aspect of job performance by a Division/Unit Supervisor, shall be designated as being in need of remedial training. For purposes of this policy, remedial training is not considered discipline.

A. Deficient Performance Procedure

1. At the discretion of the concerned Division/Unit Supervisor, a member may be given remedial training by their supervisor. The concerned Division/Unit Supervisor may also contact the TM, who shall provide assistance in identifying any program or materials available to accomplish the desired remedial training.

2. The Deputy Chief shall determine the member’s work status during the remedial training period. If the member does not respond to training in a reasonable length of time, corrective action appropriate to the circumstances may be initiated by the Division/Unit Supervisor, which may include disciplinary measures.

3. Documentation detailing successful completion of remedial training shall be forwarded to the TM, to be maintained in the employee’s training file.

VIII. TRAINING RECORDS

A. Training Records

1. Required information for documentation includes;
   a. Name
   b. Training received by course title, instructor, and hours attended

2. Members shall provide the copies of certificates received as the result of training for inclusion in their training files.
B. Retention of Records

1. Training Files: Logs of training dates, type of training, test scores and certifications received; copies of certificates received by employees, correspondence, a record of remedial training, training undertaken and other related documentation. These files shall be retained for the member’s period of employment plus 10 years.

2. Lesson Plans: Curricula, lesson plans, outlines and other materials used for training shall be maintained by the TM.

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4/10

5/19

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