



Approved:  
*Chief Marcia Harnden*

Subject:

# 810. Training

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## 810.1: PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the continued professional training of Albany Police Department employees.

## 810.2: POLICY

**It is the policy of the Albany Police Department to provide ongoing training and encourage all personnel to participate in advanced training and formal education on a continual basis. Whenever possible, the Department will use courses certified by the Oregon Department of Public Safety Standards and Training (DPSST).**

## 810.3: TRAINING PLAN

The Training Coordinator will be responsible for the development and maintenance of the Training Plan and shall review the plan on an annual basis. The plan will address the following areas:

- a. Legislative changes and changes in case law;
- b. State-mandated training;
- c. High liability issues training;
- d. Training on policies and procedures.

### 810.3.1: OBJECTIVES

The objectives of the Training Plan are to:

- a. Enhance the level of law enforcement service to the public;
- b. Increase the technical expertise and overall effectiveness of our personnel;

- c. Provide for continued professional development of Department personnel;
- d. Enhance the safety of personnel and the community.

#### **810.4: TRAINING NEEDS ASSESSMENT**

- a. The Training Coordinator will conduct an annual training-needs assessment of the Department, which will be submitted to and reviewed by Command Staff.
- b. Upon review approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

#### **810.5: TRAINING COMMITTEE**

- a. The Training Coordinator shall establish a Training Committee by appointment, which will serve to assist with identifying training needs for the Department.
- b. The Training Committee shall be comprised of at least three members:
  - 1) The current Training Coordinator will serve as the Training Committee chairperson.
  - 2) Current lead training instructors for each discipline are designated as the committee members.
  - 3) Members are selected and replaced based on their current assignments as training instructors.
- c. The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Committee should review include, but are not limited to:
  - 1) Any incident involving the death or serious injury of an employee;
  - 2) Incidents involving a high risk of death, serious injury, or civil liability;
  - 3) Incidents identified by a supervisor as appropriate to review to identify possible training needs.
- d. The Training Committee should convene on a regular basis as determined by the Training Coordinator to review the identified incidents.
  - 1) The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Coordinator.
  - 2) The recommendation should not identify specific facts of any incidents, such as identities of employees involved or the date, time and location of the incident, but should focus on the type of training being recommended.

- e. The Training Coordinator will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and available resources.

### 810.6: TRAINING PROCEDURES

- a. All employees assigned to attend training shall attend unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to:
- 1) Court appearances;
  - 2) Pre-arranged/authorized vacation;
  - 3) Sick leave;
  - 4) Physical limitations preventing the employee's participation;
  - 5) Emergency situations.
- a. When an employee is unable to attend mandatory training, the employee shall:
- 1) Notify his/her supervisor as soon as possible, but no later than at least one hour prior to the start of training.
  - 2) Document his/her absence in a memorandum to his/her supervisor.
  - 3) Arrange through his/her supervisor and the Training Coordinator to attend an alternate date, if possible.

### 810.6.1: REMEDIAL TRAINING

- a. An employee who either attends training but, in the opinion of the course instructor, does not meet the qualification or otherwise demonstrate the skill which is the desired outcome of the training, may be required to attend remedial training upon the direction of the Training Coordinator or Department Instructor. Remedial training should be accomplished as soon as possible after the deficiency is identified. Every attempt should be made to ensure remedial training is completed within 90 days from when the need has been identified, unless otherwise specified.
- b. An employee who, in the course of normal business, does not demonstrate proficiency in a performance area or required skill set, may be required to attend remedial training at the direction of the Training Coordinator.
- c. An employee who is designated to attend remedial training is required to attend the scheduled classes. Failure of designated employee to attend remedial training will be reported via the chain of command to the Chief of Police. Disciplinary action may result unless the absence is excused.

### 810.7: LESSON PLANS

Instructional staff including, but not limited to the Training Coordinator, Survival Skills Coordinator, and Firearms Training Coordinator, are responsible for the completion of a [Training Lesson Plan: Form A34](#) prior to the presentation of a training course. All training plans will be approved by the Training Coordinator. The lesson plan shall include, at minimum, the following:

- a. Statement of performance and job-related objectives;
- b. Content of the training and specification of the appropriate instructional techniques;
- c. List of resources used in the development of the curriculum;
- d. List of resources required in the delivery of the program;
- e. Approval of the lesson plan by the Training Coordinator;
- f. Identification of any tests used in the training process.

### 810.8: TRAINING RECORDS

- a. Department instructors shall ensure that attendance is accurately recorded at Department training and shall ensure that those attendance records and records of performance of individual attendees, if appropriate, are promptly transmitted to the Training Coordinator.
- b. The Training Coordinator is responsible for ensuring that training records are accurately maintained within the Department and are also transmitted, as appropriate, to DPSST.
- c. Employees attending outside training are responsible for ensuring that any certificates received upon completion of the outside training are transmitted to the Training Coordinator for entry into Department and DPSST training records.
- d. The Training Coordinator shall ensure that records of lesson plans and related records are retained according to the established records retention schedule.

### 810.9: POLICE ACADEMY TRAINING

- a. The Oregon Department of Public Safety Standards and Training (DPSST) operates the State of Oregon's Police Academy. DPSST is mandated by the Oregon Revised Statute (ORS) 181A.490 and ORS 181A.560 to ensure all peace officers and telecommunicators employed in the State of Oregon be certified within 18 months of hire. The certification requires attendance at the DPSST Basic Police Academy for non-certified officers, or an evaluation of certification needs for officers certified in other states for a potential waiver allowing them to attend the DPSST Police Career Officer Development (PCOD) Course. Certification for telecommunicators requires attendance at the DPSST Telecommunicator Course.
  - 1) An orientation handbook will be issued to all new recruit employees **electronically** at the time academy training begins. The handbook will include:
    - A. The organization of the academy.
    - B. The academy's rules and regulations.
    - C. The academy's rating, testing, and evaluation system.

D. The physical fitness and proficiency skill requirements.

- b. For sworn personnel who possess no current police officer certification for the State of Oregon or another state in the United States, basic training will be accomplished prior to any routine assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest.
- c. The Administrative Lieutenant or designee will coordinate the attendance and certification of Police Department members with DPSST.
- d. Any recommendations on changes to DPSST Academy programs shall be routed through the Administrative Lieutenant who will review them with the Chief of Police.
- e. Upon request from the DPSST Academy, the Police Department may provide instructors and other resources, or host regional training.
- f. The Police Department will reimburse employees for other expenses incurred while attending Academy training in accordance with the labor agreement, City Policy and with prior Division Captain approval.
- g. Prior to commencing work in their respective positions, newly appointed personnel shall also receive training in the Department's policies, procedures, rules, and regulations.
- h. Newly promoted supervisors shall also attend training as required by DPSST to obtain certification commensurate with their position.

### **810.10: IN-SERVICE TRAINING**

#### **810.10.1: SWORN IN-SERVICE TRAINING**

All sworn personnel shall attend an annual in-service training program, which should include training in the following subjects, at minimum:

- a. Legislative changes and changes in case law;
- b. State-mandated training;
- c. High-liability issues training;
- d. Training on policy and procedures.

#### **810.10.2: CIVILIAN IN-SERVICE TRAINING**

- a. Civilian personnel shall complete required training on specific job responsibilities upon hire as well as on-going. This training may consist of any of the following:
  - 1) Field training
  - 2) Classroom instruction
  - 3) On the job training
  - 4) Training bulletins
  - 5) Online training

- b. Civilian personnel will receive annual in-service training, which should include training in the following subjects:
  - 1) Legislative changes and changes in case law;
  - 2) State-mandated training;
  - 3) High-liability issues training; and
  - 4) Training on policy and procedures.
  
- c. Civilian employee positions that require the completion of work-specific training period prior to working independently include:
  - 1) Accreditation Manager
  - 2) Administrative Assistant
  - 3) Code Compliance Officer
  - 4) Communications Specialists
  - 5) Communications Supervisor
  - 6) Community Service Officer
  - 7) Crime Analyst
  - 8) Community Engagement Program Coordinator
  - 9) Property and Evidence Specialist
  - 10) Records and Systems Supervisor
  - 11) Records Specialist
  - 12) Police Business Manager
  
- d. Civilian employee supervisors are responsible for developing job specific training for the employees they supervise.
  
- e. Career development and skill enhancement training shall be available to employees with supervisor approval.
  
- f. Specific technical training will be sought for employees as needed or if deficiencies are noted with the approval of a supervisor.

#### **810.11: BRIEFING TRAINING**

- a. Training updates may be distributed throughout the Department in the form of Training Bulletins. The material in these bulletins should be reviewed as briefing training either individually or as a group.
  
- b. When assigned a Training Bulletin, employees should complete the training by the listed due date.
  
- c. Employees who have been on extended time off may be required to complete missed Training Bulletins upon their return to work.
  
- d. Supervisors shall be responsible for monitoring the progress of personnel in their charge to ensure compliance with this policy.

- e. The Training Coordinator shall retain Training Bulletin completion records in accordance with established record retention practices.

### 810.12: ACCREDITATION TRAINING

- a. Familiarization with the Accreditation process will be presented by the Accreditation Manager or designee:
- 1) To all newly hired agency personnel within 30 days after their employment begins or within 30 days after completing the recruit academy.
  - 2) To all agency personnel during the self-assessment phase associated with achieving initial accreditation.
- b. Familiarization with Accreditation will include:
- 1) The history and background of Accreditation;
  - 2) The Accreditation process;
  - 3) The goals and objectives of Accreditation;
  - 4) The advantages of Accreditation and its impact on the agency.
- c. The Accreditation Manager will attend Accreditation Manager Training within the first year of his/her assignment.

### 810.13.: TRAINING COSTS

- a. For purposes of this policy, the following definitions are provided (ORS 181A.620):

**Original employing governmental agency** - The governmental agency that first employs an employee in a position that requires training.

**Training costs** - The expenses paid for by an employing governmental agency that include the cost of salary and benefits paid to an employee during training, the cost of salary and benefits paid to another employee to cover the workload of an employee in training and the cost of initial training courses required for employment.

- b. Whenever statutorily required, an officer who voluntarily leaves employment with their original employing governmental agency and is subsequently employed by the Albany Police Department in a position that requires the same training as required for the position with the original employing governmental agency, Albany Police Department shall reimburse the original employing governmental agency for training costs incurred by the original employing governmental agency in accordance with the reimbursement schedule in ORS 181A.620(3).

- c. It is the responsibility of the Administrative Lieutenant to identify when such reimbursements are required and ensure that payment procedures are followed. If Albany Police Department is the original employing agency in accordance with the definition contained in ORS 181A.620(1)(a), the Chief of Police or designee will determine whether reimbursement will be sought from the agency which hired the officer.

### **810.13.1: OUTSIDE TRAINING REIMBURSEMENT**

Reimbursement of employees by the Department for work-related training from a provider other than the Albany Police Department shall follow the procedures outlined in the City of Albany Finance Travel Reimbursement Policy and the [Collective Bargaining Agreement](#).

### **810.13.2: EDUCATIONAL INCENTIVES**

Employees may receive incentive pay for obtaining degrees of higher education as set forth in the Collective Bargaining Agreement.

### **810.14: CIVILIAN NEW EMPLOYEE ORIENTATION**

All newly appointed civilian personnel will participate in an orientation program introducing them to the Department. The orientation program will include:

- a. The Department's role, purpose, goals, policies and procedures;
- b. An overview of Division and Department responsibilities;
- c. An overview of the Department's organizational structure;
- d. Working conditions, rules and regulations and;
- e. Training requirements for their specific position.

The City of Albany Human Resources department will conduct new employee orientation that includes personnel rules, employee rights, benefits, etc.

### **810.15 CAREER DEVELOPMENT**

The purpose of our career development program is to promote the development and improvement of the skills, knowledge, and abilities of department members by providing access to training and other enhancement opportunities. The [APD Career Development Program](#) guide describes the program in detail. The career development program is conducted by the Administrative Lieutenant and Accreditation Manager. Both positions are required to attend initial and periodic training related to career development, mentoring, and/or coaching. Tracking of career development activities shall be conducted through Guardian Tracking. Employee career development plans shall be viewable to the employee and their supervisor.

### **810.15.1: JOB SHADOW**



Job shadowing shall be available to all employees in order to promote career development opportunities. Employees interested in a position different than the one they are assigned, may request to job shadow another position within the department for up to 40 hours. The request to job shadow shall be approved by the supervisor of the requesting employee and the supervisor of the employee that will be shadowed. The goal is to encourage employees to learn about other positions and prepare them for future promotional opportunities.

### **810.16 CRISIS INTERVENTION TRAINING**

It is the goal of the Albany Police Department (APD) to train every sworn officer in Crisis Intervention Training (CIT). APD follows appropriate best practices developed by Department of Public Safety Standards and Training (DPSST) for interacting with persons who have experience trauma via the [Center for Policing Excellence: Trauma-Informed Practices \(OAR 259-008-0510\)](#). These best practices should be utilized as an additional resource for personnel to better understand trauma informed policing.