



Colorado Springs Police Department

General Order

800 Training Section

Section 800 – Training & Development

Effective Date: 6/23/2021

Supersedes Date: 10/10/2016

.01 Purpose

The purpose of this directive is to specify the responsibilities of the Training Section and associated procedures for ensuring training of personnel.

.02 Cross Reference

[GO 810 Police Training Officer Program](#)

[GO 823 Career Development](#)

[DL-800-01 Firearms Qualification](#)

[TS-130 In-Service Training](#)

.03 Discussion

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.04 Policy

The Training Section is designated as the Colorado Springs Police Department's (CSPD) central training authority and is directly responsible for all training for police recruit academies, in-service, firearms, and roll-call training.

The Training Section will provide administrative oversight of the Police Training Officer (PTO) program and coordinate outside seminars and workshops for specialized subject areas hosted at the Training Academy for career development and enhancement.

The Training Section will assist with the Community Service Officer (CSO) Academy by providing training for Oleoresin Capsicum (OC) spray, defensive tactics, and providing the driving trailer for their driving training.

.05 Definitions

Colorado Peace Officer Standards & Training (POST) Standards: The professional board that documents and manages the certification and training of all active peace officers and reserve peace officers working for Colorado law enforcement agencies.

.10 Staffing & Organization

The Training Section will be under the direction of a lieutenant, who will be referred to as the Academy Director, whose duties will include oversight of all academy trainings, staff, resources, records management, and facilities.

Personnel assigned to the Training Section will have knowledge, skills, and abilities sufficient to design and present training necessary to assist all units of the department in achieving organizational objectives and in accordance with department directives and POST requirements.

The Training Section may be assisted by special assignment instructors from other department units, as needed.

.20 In-Service Training

The Training Section is responsible for providing in-service training to all sworn personnel, on an annual basis, and to civilian employees as directed.

.22 Attendance

All sworn personnel will attend all in service trainings and annual qualifications at the firing range.

.23 Personal Appearance, Identification Cards, & Firearms

Department members attending training are considered "on-duty" and all regulations and policy concerning appearance and attire are applicable.

Business casual is acceptable, but does not include shorts, tank tops, sandals or other open-toe shoes. Denim pants (e.g. jeans) in good condition are acceptable. Denim pants that are excessively worn, excessively faded, torn, or frayed, etc. are not acceptable. Further, denim pants must be plain without adornments. There may be occasions when specific instructions are given indicating that denim pants are not appropriate for a particular class. Athletic shoes that are in good condition may also be worn during training.

CSPD Training facilities are often hosts to members from other law enforcement agencies, and our professional appearance and demeanor are necessary. Attire may be modified by the Academy Director or the In-Service Training Sergeant to accommodate specific training needs.

Specific attire, which may be required to meet training requirements, must be worn by attending personnel in order to participate in training, as directed. Failure to wear proper attire will result in a dismissal from training and a notification through each officer's chain of command for the rescheduling of training.

Department members attending training must have their department identification card to gain access to all training facilities and venues. The wearing of firearms may be excluded from certain facilities or venues depending upon the nature of training and the need to be armed/unarmed.

.24 Evaluation Standards

The Academy Director will establish evaluation standards concerning all training and in-service training.

These standards will consist of, but not be limited to, objective measures of the trainees' degree of learning as a result of the training. These measures may consist of written examinations and practical performance tests.

Any member failing to meet the evaluation standards may be required to repeat the training or engage in other remedial training, as assigned by the Academy Director.

.26 Curriculum Development

The Academy Director will be responsible for recommending a preliminary curriculum for all in-service training.

The process for formulating the recommendations will include a training needs assessment as conducted by the Training Committee and may be determined by the Critical Incident Review Committee.

The recommendations will then be reviewed by the Commander of the Management Services Division. Upon approval, this will then be the curriculum for the year's in-service training.

.30 Specialized Training

CSPD requires specialized training for all police sergeant assignments and for any assignment of an officer below the rank of sergeant to a position other than routine patrol.

Specialized Training Topics

Specialized training provided to sworn members of the department must address the following training concerns:

- Develop or enhance the skills, knowledge, or abilities necessary for acceptable performance in the position.
- Include information about management, supervision, personnel policies, and support services that are unique to that specialization.
- Include complete information on the performance standards for that specialization.
- Include familiarization with any agency-wide directives or policies that specifically relate to that specialization.
- Include supervised on-the-job training.
- Ensure that training does not conflict with department training standards established by the Training Section.

Specialized In-Service Training

Individual specialized units of the department are responsible for planning and conducting all in-service training of a specialized nature unique to the unit. Such specialized training must be initiated within thirty (30) days of the officer assuming those duties.

Evaluation of Specialized In-Service Training

The commanding officer, or program manager, of the specialized unit will establish evaluation standards for all specialized unit in-service training. These standards will consist of, but need not be limited to, objective measures of the trainee's degree of learning as a result of the training. These measures may consist of written examinations and/or practical performance tests.

Any officers failing to meet these evaluation standards may be required to repeat the training or engage in other remedial training as assigned by their commanding officer or program manager.

Training records will be maintained on file by the specialized unit conducting such training; however, a copy should be forwarded to the Training Section.

.35 Other In-Service Training and Documentation

Department personnel that have acquired specialized training may be utilized to educate others within their respective division/unit. In order to have the training documented and registered as part of the official training records at the Training Academy, certain criteria must be met to instruct.

This criteria must be submitted prior to training and includes, but is not limited to:

- Course outline designed according to academy and Colorado Peace Officer Standards and Training (POST) standards (e.g., formatted title page, instructional goal, training objectives - examples are available at the Training Academy)
- Instructor copy of course materials, including PowerPoint
- Copy of instructor certificates reflecting expertise or certification in subject matter

Following the training, a completed roster of those receiving the training, along with student course evaluations, must be provided to the In-Service Training Coordinator at the Training Academy.

.40 Recruit Training

The Training Section will be responsible for planning and administering all police recruit training and will operate the Police Recruit Training Academy, in accordance with the Colorado Revised Statutes (CRS) and rules of the POST Commission.

.44 Police Training Officer Program (Field-Training)

The objective of a comprehensive field-training program is to provide recruits with the necessary training to ensure their success as efficient and effective police officers. The Police Training Officer (PTO) Program is managed at respective patrol divisions through selected PTO supervisors. The Training Academy is responsible for coordination and general oversight of the program and related records management.

At the conclusion of field training, PTO related records must be forwarded to the Training Academy no later than 3 weeks following the release of the probationary officer to the Patrol Bureau for general assignment.

.50 Firearms Training

The Training Section will be responsible for planning and delivering all firearms training and qualifications testing and for keeping accurate records concerning the firearms proficiency of each department officer and any other persons coming under the department's firearms requirements.

.60 Roll Call Training

The Training Section will be responsible for planning and supervising all roll call training. Units desiring the development of a video project for training purposes will first seek approval through their respective chain of command, then contact the Training Section.

The Training Section is responsible for scheduling and the development of the necessary resources to complete the project. All video projects must have the approval of the Academy Director.

.70 Outside Training

The Training Section is the central clearinghouse for all announcements concerning police-related seminars and workshops. The Training Section will communicate available training to department members as the information becomes available.

Each individual unit manager will be responsible for identifying that unit's outside training needs and ensuring that the requested training meets the needs of the unit and is consistent with the philosophy of the department.

The unit manager will verify the availability of funds and submit a notification of the seminar/workshop to the division commander for approval. The notification will be accompanied with a written justification that includes the criteria used in selecting the applicant and the training, the relationship to the training needs, goals and objectives of the unit, and the estimated cost of the training.

Criteria used for selecting the applicant should include, but not be limited to:

- Current skills, knowledge and abilities of the applicant.
- Ability to apply skills, knowledge and abilities learned in the outside training.
- Expected benefit to the employee, unit and the department.
- Effects expected on job performance after receiving the training.

When training requires overnight travel, the applicant must submit a Travel Authorization Form through their chain of command, up to and including the chief of police for approval.

Department personnel participating in outside training will, upon completion, submit a copy of any certificate received. Personnel who have strong feelings about the positive and/or negative aspects of the outside training, should report their opinions to the in-service training sergeant so the information can be evaluated by staff. The Training Section will update the attendees' training record(s). These department personnel will also be required to serve as temporarily assigned

instructors for the Training Section, on an as-needed basis.