
CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE

POLICY NUMBER: 33.1

SUBJECT: TRAINING ADMINISTRATION

EFFECTIVE DATE: 10/01/09

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REFERENCE ILEAP: TRN.04.01

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PURPOSE:

The purpose of this policy is to develop, support, and advance the skills, knowledge, and abilities of all employees through training.

POLICY:

33.1.1 ADMINISTRATION

- A. The Deputy Chief of Professional Standards is responsible for the overall administration of the Department's training program.
- B. The Training Sergeant will coordinate Departmental training and will report directly to the Deputy Chief of Professional Standards.
 - 1. The duties of the Training Sergeant shall be as follows:
 - a. Assisting the Chief of Police, or his designee, in the planning and development of in-service training programs.
 - b. Distributing information to all department personnel on available training opportunities and schedules.
 - c. Maintaining training records.
 - d. Monitoring attendance at required training programs.
 - e. Implementing training as required.
 - f. Evaluating training activities.

33.1.2 ATTENDANCE REQUIREMENTS

- A. Attendance and participation are mandatory when scheduled for departmental training sessions.
- B. In cases of conflict with court or pre-scheduled and approved leave time, an employee may be excused from mandatory training by a Shift or Unit Commander. All absents shall be reported to the training sergeant.

- C. Any training missed, whether due to an excused or unexcused absence, may be rescheduled at the Chief of Police or his designee's discretion.

- 1. It will be considered an unexcused absence if an employee fails to report for a training session without having first obtained supervisory approval.

- D. Copies of any training certificates will be forwarded to the Training Sergeant with the employee retaining the original.

33.1.3 REIMBURSEMENTS

- A. The Department will reimburse employees for reasonable expense directly related to completion of assigned training in accordance with Article 18 of the Labor Agreement and Article 18 of the AFSCME Labor Agreement.

33.1.4 LESSON PLANS

- A. Lesson plans shall be developed and followed for all training classes conducted by the Department. These plans will include at a minimum the following:
 - 1. A statement of performance and job-related objectives. Department Policies and standards shall be referenced.
 - 2. The content of the training and specification of the appropriate instructional techniques such as lecture, group discussion, panel or seminar.
 - 3. Lesson Plans shall include a budget impact section outlining the cost to the department for having the training. This includes but not limited to all overtime, training instructor pay, equipment costs, and facility fees.
 - 4. Department instructors shall submit lesson plans for approval prior to conducting any classes.
 - 5. Any tests administered shall be included with the lesson plan.
 - a. Certain programs such as defensive tactics or driving techniques may utilize a performance / motor skill test instead of a written instrument.
 - 6. Lesson plans shall be forwarded to the Department Training Sergeant immediately following the training.

33.1.5 REMEDIAL TRAINING

- A. The Department will utilize remedial training as a constructive tool to reinforce, retain, and refine an employee's skills, knowledge and abilities in keeping with the goals and objectives of the Department.
- B. Remedial training is personalized training designed to correct a specific deficiency that is observed during training, regular job performance, or as a result of disciplinary action.
- C. Upon the recommendation of an employee's supervisor or Training Instructor, remedial training may be scheduled for employees who:
 - 1. Demonstrate a lack of knowledge or skills to perform an assigned job task.
 - 2. Have been disciplined for reasons that may be corrected through additional training.
- D. The timetable under which remedial training will be provided and the criteria for its successful completion shall be established prior to the onset of remedial training.
- E. Employees assigned to remedial training must recognize that such training is intended to assist the employee in improving their job performance. The failure to participate in or satisfactorily complete remedial training may be cause for disciplinary proceedings.

33.1.6 EMPLOYEE TRAINING RECORDS

- A. The Training Sergeant will maintain a current record of all training received by Department employees. The records will include the following:
 - 1. Date of training and number of hours of attendance.
 - 2. Title of training course.
 - 3. Course Instructor.
 - 4. Attendance and test scores (if any).
 - 5. Certificates or licenses received.

33.1.7 DEPARTMENT CONDUCTED TRAINING

- A. The Training Sergeant shall maintain records of training classes conducted by the Department, to include, at a minimum:
 - 1. Date of training.
 - 2. Title of training course.
 - 3. Course Instructor.
 - 4. Attendance and test scores (if any).