

Police Department Policy and Procedure Manual

Chapter 2 — Personnel

Section Number: 2-6-1
Section Title: Training
Most Recent Update: 02/19/2021

I. Policy

- A. The Clive Police Department is committed to providing its employees with relevant, ongoing training. It is the philosophy of this police department that training helps to improve performance and reduce liability. The police department, at a minimum, will meet the training requirements for initial police officer certification and in-service training as established by the Iowa Law Enforcement Academy, Chapter 80B, State Code of Iowa. It is the intent of the police department to exceed the in-service training requirements established by the Iowa Law Enforcement for every officer on the department.

II. New Officer Training

- A. Newly appointed police officers, unless previously certified by the Iowa Law Enforcement Academy, will attend basic recruit training as approved by the Iowa Law Enforcement Academy (ILEA) prior to assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest, except if they are part of a formal field training process. The newly appointed officer may work in a civilian capacity, such as assisting with records, etc.
 - 1. If the newly hired officer has served as a sworn officer in another state within 12 months of the hiring date in Iowa, and the training received in the other state was at least 160 hours, the newly hired may be eligible for **Certification Through Examination**.
- B. The newly appointed police officer will receive an orientation handbook from the basic recruit training facility
- C. After graduation from basic recruit training, new officers will spend a specified length of training with a certified officer designated as a Field Training Officer (FTO).
- D. The purpose of this field training is to acquaint the new officer with City policy and procedures, department rules, regulations, and procedures, geography, and to observe the

performance of the new officer and ensure he/she has the requisite skills necessary to become a Clive Police Officer. The Field Training Officer shall critically observe the performance of the new officer and require proficient demonstration and understanding of the duties and responsibilities of the position. The FTO shall document the progress of the new officer during the field-training period and will file regular written reports and evaluations on the new officer's performance. These evaluations and reports shall be retained as part of the new officer's training file. At the conclusion of the specified field training, the FTO shall recommend the new officer to his/her supervisor as being ready for individual assignment, or if necessary, recommend additional training.

- E. New officers are subject to a nine-month probationary period following graduation from basic recruit training, or date of hire if previously certified.

III. Remedial Training

- A. Remedial training is personalized training to correct a specific deficiency identified by test and other evaluation processes during training or routine job performance.
 - 1. Remedial training shall be made available by the affected supervisor in concert with any training instructor in the area of deficiency.
 - 2. All remedial training shall be documented and entered into the Guardian Tracking system.
 - a. Although timetables are difficult to impose upon remedial efforts due to physical problems, injury, skill development or course/training availability, the remedial training shall take place as soon as possible.
 - (a) The Chief of Police will determine the appropriate time period for the deficiency to be corrected.
 - b. If the deficiency is in an area of critical skill, such as firearms, or any departmental approved weapon, policy 2-3-2 X. R.4 shall be followed.
 - c. If failure to correct the deficiency still exists after the time period set by the Chief of Police, a determination will be made by the affected supervisors as to the level of incompetency.
 - d. A written recommendation shall be drafted to the Chief of Police. Disciplinary action may result.
 - e. Personnel assigned to remedial training shall display an effort to participate. Failure to do so, may result in disciplinary action.

IV. ILEA In-Service Training Requirements

- A. The Iowa Law Enforcement Academy has established the in-service training requirements as:
 - 1. Firearms training - qualify annually with all duty firearms on a specified course of fire.
 - 2. CPR training - maintain certification in Cardio Pulmonary Resuscitation.
 - 3. General Training - 12 additional hours of law enforcement related training.
- B. All officers of the Clive Police Department will meet the minimum established in-service training requirements of the Iowa Law Enforcement Academy on an annual basis. In addition all officers will attend the following training:
 - 1. Annual review of the department's use of force policy.
 - 2. Defensive Tactics and Striking Instruments Training (annually).
 - 3. Test on the physical agility standards of ILEA adjusted for age and gender (annually.)
 - a. This does not apply to supervisory officers (sergeants and above.)
 - 4. Maintain First Aid Certification (once every two years).
 - 5. Maintain IOWA/NCIC terminal certification (MDT and IOWA system terminal operators).
 - 6. Holding Facility/Jailer Certification (Supervisors, OICs, selected officers matrons, and Jail Sitters.)
 - 7. Legal Updates: Search & Seizure, Laws of Arrest, U.S. Supreme Court Decisions
- C. Individual officers may attend specialized training including, but not limited to:
 - 1. Legislative Updates on Changes in the Iowa Code impacting law enforcement.
 - 2. Instructor re-certification
 - 3. Terrorism and Homeland Security
 - 4. Chemical Weapons & Less Lethal Weapons
 - 5. Interviews & Interrogations

6. Accident Investigations, Traffic Safety, Occupant Protection, etc.
7. Crime Scene processing & Investigative procedures
8. Pursuit Driving and Emergency Vehicle Operations
9. OWI & Implied Consent Procedures
10. Supervisory and Management Training
11. Narcotics Investigation
12. Street Survival Tactics
13. Specialty schools, seminars and conferences conducted by ILEA, the Law Enforcement Intelligence Network (LEIN), Mid States Organized Crime Intelligence Center (MOCIC), the Regional Training Center (RTC), the FBI, DEA, International Association of Chiefs of Police (IACP), Federal Law Enforcement Training Center (FLETC), the Governor's Traffic Safety Bureau, Northwestern University Traffic Institute, the Iowa State Policeman's Association, the Iowa Chiefs of Police and Peace Officers' Association, the Iowa Police Executive Forum, and training provided by other law enforcement agencies and educational institutions.

V. Training for Full and Part-Time Civilian Personnel

- A. During the course of the annual in-service training, the Chief of Police may assign civilian personnel to take part in certain classes that are applicable to the civilian employee's position.
- B. As deemed necessary by the Chief of Police, civilian personnel will be provided training to enhance their job knowledge, skills and abilities.

VI. Requests for Individual Training

- A. Employees may request to attend specialized training schools, seminars and conferences through the chain of command. Such requests will be considered based on the following factors:
 1. Does the training benefit both the employee and the department?
 2. Does the employee's job assignment warrant the training?
 3. Does staffing permit attendance at the school, seminar or conference?
 4. Is the training cost effective? Are there budgeted funds available for the training?

5. Is lengthy travel involved in attending the training?
 6. Has the employee's performance warranted attending specialized training?
 7. In the event of multiple requests for the same training, has seniority been considered?
- B. Employee's receiving individualized or specialty training may be required to serve as an in house instructor to provide the training to officers and employees of this department or officers and employees of other agencies.
 - C. The Chief of Police shall have final approval on all individual training requests. Out of State training seminars, schools, and conferences shall be limited to one every other year per employee unless approved by the Chief of Police and City Manager.

VII. Certificates

- A. All personnel who receive a certificate for training, schools, workshops, seminars, or related police course, shall submit a copy of the certificate to the Department, to be inserted into their personnel file.
- B. A copy of the certificate must be turned into the Division Commander within a week after completion, or upon receiving said certificate. Division Commanders will maintain an employee training syllabus.
- C. Division Commanders will forward the copy of certificates to the Chief of Police or his/her designee, for placement in the employee's personnel file.

VIII. Training Records

- A. The Patrol Division Commander shall be responsible for maintaining training records for all department personnel.
- B. Records shall include the title of the training course, course content, dates, location, and, if applicable, grade or score attained.
- C. Each employee receiving a certificate of training shall provide the Patrol Commander with a copy of such certificate to be entered into their personnel file.

A handwritten signature in blue ink, reading "Michael G. Venema". The signature is fluid and cursive, with the first name "Michael" and last name "Venema" clearly legible, and "G." as a small initial in the middle.

Michael G. Venema
Chief of Police