

# ELGIN POLICE DEPARTMENT POLICY MANUAL - PART 4



## 4/1.03.00 TRAINING

### 4/1.03.01 Department Training

Training is often regarded as one of the most important functions of any law enforcement agency. Well-trained personnel are better prepared to act correctly and responsibly in a wide range of situations. Proper training also serves to increase employee effectiveness and efficiency. Training is also very important from a legal aspect in that agencies are now being held accountable for the actions of employees that can be related to a lack of initial or remedial training. The basic purpose of training is twofold. First, training provides learning in new skills, and second, training maintains current skills.

#### POLICY

It is the policy of this Department that all employees receive such training as mandated by the State and adequate additional instruction in all areas required for the proper performance of their specific job tasks. The following procedures, unless stated otherwise, apply to in-house instructors.

#### ORGANIZATION AND ADMINISTRATION

The Chief of Police has established and vested authority in a training coordinator to evaluate Department training programs and recommend appropriate updates and revisions.

1. The authority and responsibility for all training, for both sworn and civilian personnel, shall be vested in the Training Coordinator.
2. The training-related duties and activities of the Training Coordinator are to:
  - a. Determine that all personnel have satisfactorily completed all mandated training.
  - b. Determine training needs through interaction with the training committee and outside sources – such as the city, county, and district attorney offices.
  - c. Notify employees of training opportunities.
  - d. Schedule employees for attendance at various training courses and seminars.
  - e. Notify supervisors and employees of required training courses and courses for which they have been scheduled to attend.
  - f. Plan, develop, and implement in-house training programs. All new in-service training courses shall be approved by the Training Coordinator prior to implementation.
  - g. Ensure that all training is consistent for like job descriptions.
  - h. Ensure that all training is directed toward accomplishing the Department's mission.
  - i. Assist the Chief of Police or his designee in the selection of Department training instructors.
  - j. Maintain accurate employee records of all training.
  - k. Evaluate all training programs through employee and supervisor feedback.
  - l. Notify the Texas Commission On Law Enforcement (TCOLE), if not accomplished by training provider, when an officer has received training for which he may receive hours of credit from TCOLE.

#### PROGRAM DEVELOPMENT

1. The Training Coordinator, shall use available resources to identify training needs and develop appropriate training programs to satisfy those needs. Such resources may include but are not limited to:
  - a. A review of Departmental inspection reports.
  - b. A review of citizen and internal complaints.
  - c. Consultations with field officers, field training officers, and supervisors.
  - d. A review of employee training evaluations.
  - e. A review of training committee reports.
  - f. Consultation with the city, county, and district attorney's offices.
  - g. Consultation with the Chief.

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2. The proposed development of new training programs shall be made to the Chief of Police through the chain of command, by the Training Coordinator. The proposal shall include those resources used to determine the need for the program.

### LESSON PLANS

Each instructor assigned to present a training class shall prepare a lesson plan for the course of instruction.

1. The lesson plan shall be comprehensive, and accurate. The lesson plan shall be required of both internal and visiting instructors unless the lesson has been pre-approved by TCOLE.
2. Guidelines and format of the lesson shall include:
  - a. Course: the title of the course or school (e.g., emergency vehicle operations).
  - b. Subject: the title of the block of instruction the lesson covers (e.g., the mechanics of driving).
  - c. Instructional Unit: the contents for each block of instruction. The subject “mechanics of driving” may have instructional units covering backing, skid control, obstacle course, etc.
  - d. Lesson Number: some courses will consist of more than one lesson. Number the lessons consecutively.
  - e. Method: the type of instructional procedures to be used. Method may include but is not limited to the following:
    - i. Lecture
    - ii. Demonstration
    - iii. Discussion
    - iv. Role Playing
  - f. Time: The amount of time needed to present the lesson.
  - g. Audience: To whom the lesson is directed. e.g. civilian employees, police officers, etc.
  - h. Teaching Aids: teaching aids to be used during the presentation. These may include but are not limited to:
    - i. Overhead Projector
    - ii. Handouts
    - iii. Audio or Video Tapes or Clips
    - iv. Film or Slide Projector
    - v. Flip Charts
    - vi. Marker Board or Chalkboard
    - vii. Computer
    - viii. LCD Projector
  - i. Reference Materials: List reference materials used in developing the lesson.
  - j. Assignments: List the assignments, if any, that will be given the students.
  - k. Student Materials: List the materials the student will need in order to be prepared for the class. e.g. pencil, paper, calculator, ruler, etc.
  - l. Performance Objectives:
    - i. Performance objectives should be stated for each lesson and should be developed based on job task analysis.
    - ii. The performance objective should be stated in clear, precise terms to enable the student to know what is to be learned and/or what level of performance is to be required upon completion of the lesson. In addition, the performance objectives should state the manner in which the student will be evaluated, whether by written test, oral interview, or manipulative tasks.
    - iii. This evaluation should not only provide for the assessment of the student, but should also allow for the effective assessment of the course content and presentation.
  - m. The lesson plan must indicate that the material presented in class will be reviewed prior to testing.
  - n. Type of test, if any, to be given – e.g. essay, multiple choice, practical, etc. The training coordinator must receive a copy of the test prior to lesson presentation.

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## APPROVAL OF LESSON PLANS

1. For TCOLE-Approved Classes
  - a. All instructors shall, submit a written description of the learning objectives to the training coordinator for approval within the designated timeframe.
  - b. The training coordinator shall verify that the objectives meet Departmental requirements and shall either approve the lesson for presentation or return it for further information.
2. Non-TCOLE Approved Classes
  - a. All instructors shall, submit a written description of the learning objectives to the training coordinator for approval within the designated timeframe.
  - b. The training coordinator shall verify that the lesson plan meets Departmental requirements and shall either approve the lesson plan or return it for further information.
  - c. Once approved by the training coordinator, the lesson plan will be forwarded to the training committee for approval.

## LESSON PRESENTATION

1. Each class presentation shall include at least the following:
  - a. Introduction – this first phase of instruction is used to prepare the student to receive the lesson or instruction that will be presented. The introduction should include at least the following:
    - i. articulation of the objective(s) of the lesson.
    - ii. why the lesson is being taught.
    - iii. the benefits derived from learning the material presented.
  - b. Presentation – the step-by-step teaching of the material.
  - c. Application/demonstration – explanation of the application of the material presented or hands on performance by the student when applicable.
  - d. Review – a summary of the material presented with emphasis on major points of instruction.
  - e. Test – the determination of the student's comprehension of the lesson content. All written tests are to be approved by a qualified instructor. Tests may be formal written exams, informal questioning sequences by the instructor or demonstrations of proficiency. The purpose of any test shall be to ensure student comprehension of the covered material.
  - f. Course critique – a written evaluation of the course content and effectiveness of the instructor as perceived by the student.

## CURRICULUM RECORDS

In addition to the employee training file the training coordinator shall maintain records on each training class attended by an employee(s) – whether inside or outside the Department. These records shall contain: the names of agency attendees; the performance of individual attendees as measured by tests, if administered; the lesson plan on courses taught by in-house instructors; and a course description, syllabus or lesson plan for courses taught by outside instructors.

## TRAINING RECORDS

1. Attendance at all training schools or sessions shall be documented and records maintained by the training coordinator in the employee's training file, which shall be updated immediately upon successful completion of a training program. Employees attending courses or schools outside the Department shall be responsible for submitting a certificate of completion or other appropriate documentation to the training/recruiting detail. This documentation shall be provided as soon as practical after completing the course or school.
2. The file for in-house training shall contain at least the following information:
  - a. The name of the course attended.
  - b. The length of the course in hours.
  - c. The name(s) of instructors.

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- d. TCOLE credit hours, if any, and documentation that TCOLE has been notified.
  - e. The employee's performance as measured by tests, if administered.
    - i. participants of all in-service training courses shall be tested in their ability to use the knowledge and skills covered in the course.
    - ii. competency-based testing, based upon the performance objectives of the course, shall be employed.
    - iii. at the beginning of each course, participants shall be instructed as to the performance objectives of the course, the type of testing that will be used, and the requirements for a passing score.
    - iv. participants who fail to pass a required in-service training course shall be given the opportunity to receive remedial training and retest as scheduled by the training coordinator. Failure to pass a second test may result in disciplinary action.
  - f. A copy of the course completion certificate, if issued.
3. Release of training records
    - a. Training records shall not be released outside the agency without specific legal authority.
    - b. Any outside request for training records shall be forwarded to the training coordinator, who shall forward the request to the city attorney through the chain of command.
    - c. Upon receipt of any legal process demanding the release of training records, the person receiving the legal process shall immediately notify the Chief of Police, who shall in turn make contact with the city attorney's office for the proper course of action.
  4. Training Roster
    - d. In order to document attendance at in-house training sessions, a training roster shall be used to capture the required information for TCOLE credit. Each attendee shall be listed on the roster for a training session with their name, ID number, PID number, and date of birth.
    - e. Prior to forwarding information to TCOLE, the training roster will be approved by the training coordinator and the Chief of Police.

### ATTENDANCE

1. When attendance at a training course is required, the training order shall stipulate that the training is mandatory and shall list the personnel who are required to attend.
2. All employees shall be required to attend mandatory training except under the following situations:
  - a. Persons on vacation shall not be required to attend.
  - b. Exceptions to attendance may be granted by division commanders for good cause – such as illness, court attendance or personal or Departmental business of an emergency nature.

### REIMBURSEMENTS

Employees shall be reimbursed for expenses incurred as a result of attending training programs in accordance to established city policy. Reimbursement will not be made for expenses incurred from attending any type of program for which they have not been scheduled to attend by the training coordinator.

### POLICE ACADEMY

The basic police officer academy currently consists of a number of hours of training specified by TCOLE. The curriculum approved by TCOLE is based on those job tasks most frequently assigned officers once basic training has been completed.

1. Recruit officers shall receive their basic training prior to entering the FTO program.
  - a. The basic academy operates under the authority of the State of Texas and is approved by TCOLE. This includes evaluation of techniques for knowledge, skills and abilities required for police officer duties.
  - b. The academy provides an orientation handbook to all new recruit personnel at the time academy training begins.
  - c. The responsibility for an officer's fees to attend the academy shall be that of the Department when the employee has been hired prior to TCOLE certification.

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2. The Department shall provide input to the academy regarding training needs of the department.
3. All recruit officers shall be required to successfully complete a basic peace officer training program prior to being authorized to carry a weapon, being placed on any assignment or to make an arrest, except as part of the approved field training program.
  - a. Any member of the Department suffering an injury as a result of activity or instruction at the academy will be covered under the City of Elgin medical insurance plan.

### RECRUIT OFFICER FIELD TRAINING

1. Each officer, upon hiring, shall be placed into the Field Training Officer (FTO) program for a period of eighteen (18) weeks, during which time the officer shall receive additional training and evaluations in such areas as Department policy, procedures, rules, regulations, patrol procedures, etc., as outlined in the Department Field Training Manual. Evaluation techniques designed to measure the recruit officer's competency in the required skills, knowledge, and abilities shall be used.
2. The eighteen (18) week training period shall be divided into five (5) phases. If necessary, an additional four (4) week training period and one (1) week evaluation period may be added to the initial eighteen (18) week training period if the Recruit Officer fails to successfully complete the initial eighteen (18) week training period. The recruit officer will rotate to a different FTO for each phase.
3. The field-training period may be extended or accelerated with cause.
4. An FTO program coordinator – appointed by the Training Coordinator – will maintain a liaison with the FTOs to assist with training problems and for conducting end of phase evaluations at the termination of each of the four training phases. The training coordinator will maintain responsibility of the training files containing the FTO daily reports.
5. Each recruit shall be assigned access to the FTO web-based program that lists the areas the FTO is to address with the recruit. This web-based program shall serve as a log indicating when and by whom these areas are addressed.
  - a. The FTO shall be responsible for ensuring that the areas are covered, and that the area is logged as having been covered.

### FIELD TRAINING OFFICER SELECTION AND TRAINING

1. FTOs will be appointed by the training coordinator and approved by the Chief of Police.
2. All officers assigned as FTOs will attend an approved field officer training course.
3. The FTO coordinator shall evaluate FTO training activities and effectiveness and the other FTOs, with input from supervisors, and recruits. An FTO who is not performing their duties at an acceptable level will be removed from FTO status.
4. FTOs shall conduct their training and make required reports and recruit evaluations as required.
5. Recruits shall evaluate each FTO from which they have received training at least once during the training period.

### SELECTION OF INSTRUCTORS FOR IN-SERVICE TRAINING

1. Instructors for all training courses conducted by the Department shall be selected by the training coordinator in consultation with the Chief of Police or designee.

### ADVANCED TRAINING

Advanced training will be used to improve the capabilities of officers who have shown qualities beneficial to the Department and provide training necessary to qualify personnel to fill needed positions within the Department.

### NEWLY PROMOTED OFFICER INDOCTRINATION

The division the newly promoted officer is assigned to will be responsible for conducting an indoctrination program. The indoctrination should include a tour of the division, an update of current projects, detail policies and procedures, detail concerns, and a ride-along. A current officer of equal rank,

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preferably on the same shift, will be assigned this indoctrination prior to the newly promoted officer taking responsibility for any assignments.

New Sergeants will complete an indoctrination course designated by the Chief of Police.

### REMEDIAL TRAINING

Remedial training is individualized training used for specific deficiencies in personnel. Generally, the need for remedial training is identified during routine supervisory evaluation or during inspections.

1. Training and proficiency standards that are mandated by state law and/or department directives will require remedial training if failed. Any aspect of law enforcement that incurs liability because of lack of proper training (such as use of force, pursuit driving, firearms training, etc.) will require remedial training if failed by the employee.
2. Remedial training will be made available by the Training Coordinator as the need arises. The employee assigned to provide the remedial action will document the training. If the remedial training is a course provided by an outside agency, the Training Coordinator will document the training in the employee's training file.
3. Remediation may include a Performance Improvement Plan (PIP) if other efforts fail to produce desired results. Prior to implementation, the supervisor requesting the PIP must receive approval from command staff and schedule training with Training Coordinator.
4. Personnel designated to receive remedial training are required to attend the appropriate classes. Failure of these employees to participate will be reported through the chain of command to the Chief of Police. Disciplinary action may be taken.
5. Remedial training will be scheduled or referred to the Training Coordinator at the time the training deficiency is identified. The Training Coordinator will coordinate the training to put the employee in the next available class, if needed. See policy on firearms, weapons and ammunition for remedial training on weapons.
6. Once approved, the plan contained within the PIP or remedial training must include the following:
  - a. A specific statement of the deficiency,
  - b. A specific statement of the required behavior, including training that may be provided to correct the deficiency,
  - c. A measurable standard that clearly defines a level of success/failure, and
  - d. A realistic timeframe for completion appropriate to the deficiency (timeframes are generally 3-5 months depending of the level of deficiency).
7. In instances where the employee is assigned to research and present a training topic as part of remedial training, the training will be documented by the attending supervisor. Training will be presented within a reasonable amount of time considering time for research, compilation, and the scheduling of the presentation, but no longer than six months from the identification of the deficiency. Failure of the employee to present the training or to present adequate training will be reported through the chain of command. Disciplinary action may be taken.

### TCOLE CERTIFICATIONS

1. All TCOLE certification requests will be submitted to the Training Coordinator for evaluation. The training coordinator then will forward approved requests to TCOLE for awards of certification.
2. Officers will not coordinate their certification requests directly with TCOLE.
3. TCOLE has developed certification levels for peace officers that can be applied for throughout an officer's career.
  - a. Following the basic level awarded upon academy graduation, there are intermediate, advanced, and master police officer levels of certification.
  - b. Each level is based on training, education, and experience. It is the responsibility of requesting officers and the Department to follow the criteria set forth in Chapter 221, Section 3 of the TCOLE certification requests are submitted.
  - c. Any fees for certifications are the responsibility of the requesting officer.

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4. To become certified, the requirements for each level of certification must be met or exceeded. The Training Coordinator serves as the Chief of Police's designee in evaluating certification request.

### IN-SERVICE TRAINING PROGRAM

This Department will provide periodic training for commissioned members. While such training is designed to help members obtain training, it does not guarantee advancement or promotion, nor in and of itself, grant any rights or preferment relative to selection, transfer, or promotion.

1. The objectives of the Department's in-service training program are to provide:
  - a. Sufficient proficiency and specialty training for commissioned members to maintain TCOLE certification.
  - b. Training for civilian employees to develop job and supervisory skills.
  - c. Compliance with legislative changes affecting law enforcement in a timely fashion following the staggered enactment of statutes by the state legislature.
2. Proficiency And Specialty Training
  - a. The Training Coordinator is responsible for providing and implementing mandatory and optional training to meet the Department's needs. Mandatory training will be designed to meet the minimum requirements of commissioned members based on their classification and TCOLE certification requirements.
  - b. All commissioned members are required to attend a minimum of forty (40) hours of TCOLE certified training within any twenty-four (24)-month period. Firearms, baton, defensive tactics, defensive driving, and NCIC re-certification are refresher training examples.
  - c. The Training Coordinator will also schedule optional training on various topics that all commissioned and civilian members may attend, based on their individual needs and/or interests.
  - d. Supervisors have the additional option of attending supplemental supervisory training.
  - e. Commissioned members are responsible for obtaining the remaining hours of required training.
  - f. The member will coordinate with their immediate supervisor to schedule optional training so as not to conflict with regular duties, scheduled vacations, regular days off (RDOs), and special circumstances.
3. Training programs will be held throughout the calendar year, and critical training repeated to accommodate schedules, vacations, and make-ups for excused absences. Supervisors should make every effort to schedule their subordinates as early as possible in the training cycle so they may complete the minimum TCOLE training. Supervisors, when completing a member's performance evaluation will review with the members training record for the evaluation period.
4. An appropriate level of training will be provided to all commissioned personnel in victim/witness rights and needs, and in the role of law enforcement in meeting those rights and needs.
  - a. an "appropriate level of training" is considered to be training tailored for the officer's assignment – i.e., first responders should be knowledgeable of victim/witness information and referral services available.
  - b. the training may be provided by video, written material, or personal instruction.
  - c. When deemed appropriate and based on the instruction topic, the Training Coordinator may have instructors administer a proficiency test upon completion of any in-service class. This proficiency test may be a written or oral examination or a practical exercise, and it can be used to determine a member's ability to assume an alternate assignment in addition to experience. The Training Coordinator will maintain a record of attendance and scores received.
  - d. Personnel attending training classes will be dressed appropriately, for example: polo shirts and slacks with appropriate footwear. Students not meeting the dress code will not be permitted to attend the class.

### SPECIALIZED TRAINING

1. Specialized training should be obtained within 90 days for any employee in the position of:
  - a. Officers In Investigation Units
  - b. Field Training Officers

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- c. Officers Upon Promotion
  - d. Bicycle Patrol Officers
  - e. Any other positions the Chief of Police may deem necessary.
2. Specialized training is required for all assignments for which skills are required in addition to the skills, knowledge, and abilities:
    - a. Gained by commissioned members in recruit or other in-service training, and
    - b. Possessed by civilian members at the time of employment, upon promotion, and/or reassignment.

### SHOW-UP TRAINING

Show-up training shall be used to supplement all other training and to keep officers current on applicable issues between formal training sessions.

1. Supervisors shall be responsible for ensuring show-up training sessions occur. They shall plan dates and times of presentation so that all applicable personnel under their command receive the appropriate information.
  - a. Show-up training will normally be from 10 to 20 minutes in duration and may be conducted as part of the shift briefing.
  - b. Training will normally include but not limited to such topics as;
    - i. Updates in policy and procedures
    - ii. Training videotapes
    - iii. Training films
    - iv. Legal updates
  - c. Instructional techniques may consist of:
    - i. Showing videos or films
    - ii. Lecture
    - iii. Review of written material
    - iv. Other methods as deemed appropriate by the presenter
2. Supervisors, training personnel, other employees with specific expertise in the area to be taught or guest instructors may conduct show-up training.
  - a. Although not a formal training session, each show-up training session should have a stated learning objective that learner is aware of.
  - b. Student evaluation, while not mandatory, is permissible. Evaluation may be in the form of a written examination or a questioning sequence designed to ensure the learning objective has been met.
3. Supervisors shall be responsible for ensuring show-up training is scheduled for their employees based on time and manpower constraints. A record of the training shall be sent to the training coordinator.

### TRAINING BULLETINS

1. The Training Coordinator or his/her designee will issue training bulletins as necessary regarding recent court decisions and other applicable issues.
2. These bulletins shall include the source of the material being presented, a brief description of the issue, and an explanation of how the issue applies to the Department.
3. Supervisors shall be responsible for distributing training bulletins to those employees affected by the issues.
4. Employees having material or topics they feel should be covered in a training bulletin should forward the material and/or their ideas to the Training Coordinator.

### CIVILIAN TRAINING

1. All newly appointed civilian employees shall receive orientation training in which such topics as the Department's role, policies, procedures, rules, regulations, working conditions, employee rights and responsibilities, etc. are covered. This training shall be in addition to the new employee orientation conducted by the city. This training will be the responsibility of the employee's direct supervisor.

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2. All civilian employees shall receive adequate annual training to meet the requirements of the various job responsibilities to which they are assigned.
3. Due to the nature of some civilian positions, specialized training or orientation shall be necessary prior to the employee assuming the responsibilities of the position. These positions include, but are not limited to:
  - a. Animal Control Unit personnel
  - b. Police Records Section personnel
4. Civilian positions that require specialized training in a pre-service status and also an in-service status must continue their training in accordance with their section's operating procedure. These positions include:
  - a. Evidence Technician
  - b. Public Information Admin.

## ACCREDITATION TRAINING

Department employees shall receive information regarding the accreditation process.

1. Newly hired employees will be presented with the information within thirty (30) days after employment begins.
2. During the self-assessment process prior to initial accreditation and prior to re-accreditation.

Signed Original Maintained in the Office of the Chief

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John C. Noble