

# Fort Collins Police Services Policy Manual

 <b>FORT COLLINS POLICE</b>	<b>POLICY</b>	<b>208</b>
	<b>TITLE</b>	Training Policy
<b>Effective Date:</b> 08/04/2017 <b>Revised Date:</b> 01/07/2026		

## 208.1 PURPOSE AND SCOPE

It is the policy of this Agency to administer a training program that will meet the standards of federal, state, local and POST (Peace Officer Standards and Training) training requirements. It is a priority of this Agency to provide continuing education, annual retraining, and training for the professional growth and progressive development of its personnel. By doing so, the Agency will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the public.

### 208.1.1 PRE-APPOINTMENT TRAINING

This Agency requires all candidates for employment as officers to complete an approved Colorado basic academy pursuant to CRS § 24-31-305 before performing duties of a certified peace officer, as defined by CRS § 16-2.5-102. Officers may alternatively obtain a provisional certificate prior to appointment or otherwise meet the training and certification standards within the parameters, extensions, and exceptions set by POST (CRS § 24-31-308 and CRS § 30-10-501.6(1)).

## 208.2 PHILOSOPHY

The Agency seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels and legal mandates. Whenever reasonably possible, the Agency will use courses certified by the Colorado POST Board or other regulatory or nationally recognized entities. Ultimately, the final determination of acceptable Agency training and instructors rests with the Chief of Police and/or his/her designee.

## 208.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of Agency personnel.
- (c) Provide for continued professional development of Agency personnel.
- (d) Assist in compliance with statutory requirements.

## 208.4 TRAINING PLAN

It is the responsibility of the Training Sergeant to develop, review, update, and maintain a training plan and to ensure that mandated federal, state (POST) and Agency-required training,

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which will include legal updates, is completed by all employees on an annual basis. While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Sergeant shall review the entire training plan on an annual basis.

The Training Sergeant shall ensure that each training course conducted by the Agency includes a lesson plan. At a minimum, the lesson plan shall include a statement of performance and job-related objectives; the content of the training and specification of the appropriate instructional techniques; identification of any tests used in the training process. The Training Sergeant will be responsible for approving all training and lesson plans conducted by the Agency.

#### **208.4.1 ACCREDITATION TRAINING**

New employees shall receive information regarding the accreditation process as follows:

- (a) Newly hired Agency personnel within thirty days after their employment begins or within thirty days after completing the recruit academy.
- (b) During the self-assessment phase associated with achieving initial accreditation; and
- (c) Prior to an on-site assessment.

#### **208.5 TRAINING PROCEDURES**

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:
  - 1. Court appearances
  - 2. Sick leave
  - 3. Vacation
  - 4. Physical limitations preventing the employee's participation
  - 5. Emergency situations
- (b) When an employee is unable to attend mandatory training, that employee shall:
  - 1. Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training.
  - 2. Make arrangements through his/her supervisor and the Training Sergeant to attend the required training on an alternate date.
- (c) When an employee is on modified duty status, unless expressly restricted from attending training, the employee should attend the training to observe and/or participate within the guidelines of their restrictions.

#### **208.6 TRAINING RECORDS**

Every training course conducted by the Agency shall, at a minimum, have an attendance record and a lesson plan (testing material, handouts and other course-related items may be included in the course documentation). These items will be submitted to the Personnel and Training Unit for data entry and storage. The Training Sergeant is responsible for the filing and storage of all training records. Training records shall be retained in compliance with the current records retention schedule. Employees are required to sign in-service attendance sheets and forward any training certificates or appropriate documentation to the Personnel and Training Unit for data entry and storage.

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### **208.7 FIELD TRAINING PROGRAM**

The Field Training Coordinator shall establish a field training program for recruit police officers that is of sufficient duration to provide for the adequate orientation and training of the new peace officer in the lawful operations of the Agency. The program shall establish procedures for the selection, appointment, and training of field training officers (FTOs) and supervisors, the daily evaluation of recruits participating in the program, and the rotation of FTO personnel to provide for the objective evaluation of recruit performance. Refer to policy 436 for additional information regarding the FTO program.

### **208.8 REMEDIAL TRAINING**

The Agency recognizes the need to have highly trained and skilled professionals providing law enforcement services to our community. As such, officers shall routinely be evaluated and maintain a minimum level of proficiency in certain high liability areas: firearms, defensive tactics, and driving. Additionally, there may be other skills areas, knowledge-based courses or general performance issues in which a minimum level of performance is required. In cases where performance has been determined to be substandard, the officer involved may be given the opportunity to receive voluntary remedial training, or the officer may be required to participate depending on the circumstances.

In cases where remedial training (voluntary or mandatory) is provided, at a minimum, the following shall be completed:

- (a) The need for the remedial training shall be identified. Specifics as to the behavior or performance shall be documented and compared to the acceptable standard.
- (b) A program for mandatory remedial training shall be created. This program shall address the issue(s) identified. The remedial program shall be administered in a timely fashion and adequate time shall be given for the officer to be successful. Unless there are articulable extenuating circumstances, all remedial training and associated documentation will be completed within 30 days of program implementation. This 30-day timeline is subordinate to any other remedial training timelines defined in other policies. The program shall be adjusted to ensure the success of the officer.
- (c) Once the mandatory remedial program has been administered, the officer shall be evaluated to ensure the issue has been resolved and their performance or behavior in the remediated area meets standards.
- (d) Failure to successfully complete the remedial program and demonstrate satisfactory performance regarding the performance of concern may result in disciplinary action up to and including termination of employment.
- (e) The entire mandatory remedial effort shall be documented and sent to the Training Unit for data entry and storage.