

A. **PURPOSE.** To outline the organization and responsibilities of the Training Unit

B. **ORGANIZATION.**

1. The Training Unit Commander reports directly to the Support Services Division Commander.
2. Additional personnel may be temporarily assigned to the Training Unit to assist with training or other assignments as needed.

C. **SPECIFIC RESPONSIBILITIES**

1. The Training Unit shall be responsible for formulating and implementing the training needs for all sworn department personnel. The Training Unit shall maintain the highest standards of instruction and professionalism within the Grand Rapids Police Department and ensure that all sworn personnel are equipped with the latest techniques and best practices in order to serve the citizens of Grand Rapids.
2. The Training Unit will design and maintain lesson plans for all trainings conducted for department personnel. Lesson plans will include, at a minimum:
 - a. A statement of performance and job-related objectives
 - b. The content of the training and the appropriate instructional techniques.
 - c. Any tests or assessments that are necessary for the training.
 - d. Course evaluations at the conclusion of all training sessions.
3. The Training Unit Commander or his designee will approve all lesson plans prior to the training being conducted. Lesson plans for trainings that occur on a regular basis will be reevaluated at least every two years. The reevaluation will include an analysis of the course evaluations completed at the end of all training sessions.

4. The Training Unit will maintain training records for personnel who complete training both within the GRPD and from outside sources.
5. The Training Unit will maintain records of all trainings conducted by department personnel and will include, at a minimum:
 - a. Course content and/or lesson plan
 - b. Names of attendees
 - c. Performance of attendees, if measured by test
6. The Training Unit will conduct supplemental training for personnel who fail to meet minimum requirements in required trainings. All supplemental training shall be documented in the officer's training records.
7. The Training Unit shall compile a yearly training calendar that designates the training to be held that calendar year. In addition to trainings outlined in the MOP, the Training Unit shall conduct the following trainings within the timeframe indicated:
 - a. Ethics Training to be held every two years
 - b. Unbiased policing practices to be held annually
 - c. Legal update to be held annually
 - d. Accreditation training to be held prior to any on-site assessment and during any self-assessment period
 - e. Mental Illness Awareness training to be held annually
8. The Training Unit will facilitate training for personnel promoted to the rank of Sergeant. Personnel promoted to the ranks of Lieutenant, Captain, and Deputy Chief will receive instruction relevant to their assignment from personnel of the same rank.
9. The Training Unit Commander shall appoint a liaison to the appropriate police academy whenever the department sponsors a recruit for academy training.

10. The Training Unit will maintain an instruction plan for new recruits receiving in-house training prior to the FTO program. The plan will address department policies, procedures, and applicable laws. This plan will include, at a minimum:
 - a. Use of Force, to include laws, policies, and techniques
 - b. Emergency Vehicle Operation, to include laws, policies, and techniques
 - c. Department reporting – including suspected criminal activity and issues relating to Homeland Security.
 - d. Traffic enforcement and traffic stops
 - e. Ethics and Impartial Policing
 - f. Mental illness
 - g. Accreditation and Assessment programs
 - h. Hazardous Materials and Explosives