

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870 ( R/ S- 06 )</small>	Reference Number <b>TRA-019</b>
	Subject <b>Required Training for Department Employees</b>	
	Special Instructions Revises TRA-019 dated June 1, 2021	Effective Date <b>August 18, 2023</b>

## **I. PURPOSE**

Establish training requirements for new and existing Department employees.

## **II. POLICY**

All new employees shall receive initial training as indicated in this procedure. Specified positions within the Department may require pre- and/or post-initial employment training. All sworn employees (which for the purposes of this SOP includes both Troopers and Capitol Police Section Officers) shall complete all training hours as required by law.

## **III. PROCEDURE**

A. Newly appointed civilian employees shall be trained in the following areas prior to assuming their duties:

1. Department's role, purpose, goals;
2. Department policy, procedure, regulations, rules;
3. Employee rights, responsibilities, working conditions (OSHA, Injury & Illness Report [Shield], and Hazard Communications Program), EEO/AA and grievance procedures;
4. On-line Sexual Harassment Prevention; Indiana Office of Technology-Information Resource User Agreement (IRUA); Ethics training; and Criminal Justice Information System (CJIS) Security Awareness training within 14 days of hire; and

B. Employees hired for civilian positions specified in the Appendix require specialized training in addition to orientation. Specific training requirements are available through the respective divisions.

C. No person shall be appointed to the position of Trooper until successfully completing:

1. Recruit Academy training; and
2. All phases/aspects of the probationary period as set forth in [TRA-009](#).

D. Police employee positions, as specified in the Appendix, shall require pre-and/or post-assignment specialized training within six months of being appointed to that position.

E. Commanders shall ensure applicable post-assignment specialized training is initiated within

30 days of the assignment.

F. Police employees shall receive a minimum of 24 hours of annual in-service training mandated by IC 5-2-1-9 to include:

1. All police employees shall attend annual training:
  - a. Firearms, in accordance with [TRA-001](#) (minimum 2 hours)
  - b. Emergency vehicle operations (minimum of 2 hours)
  - c. Defensive tactics (minimum of 4 hours)
  - d. Criminal/traffic law and the use of force
  - e. Tactical medical/first-aid care
  - f. Certification/recertification for use of CEW (Taser)
  - g. Review of significant changes in policy, procedure, regulations, rules
  - h. Other training mandated by the department or deemed necessary by the Superintendent

2. All police employees shall attend biennial (two year) retraining in American Red Cross CPR/AED certification in accordance with [TRA-016](#).

3. Police employees, working in specified areas or possessing certain skills, may be required by other standard operating procedures to train annually.

4. Police employees whose limited duty is of short duration shall complete the required training upon returning to full duty.

G. All Department employees shall complete required ethics training.

#### **H. Commander responsibilities**

Division, Section, Area, and District Commanders, as applicable, shall:

1. Ensure all newly hired Regional Dispatchers and Motor Carrier Inspectors complete the Incident Command System IS-700 and IS-100 as outlined in [TRA-024](#).
2. Ensure police employees under their command receive at least 24 hours of annual in-service training mandated by IC 5-2-1-9, to include at least two (2) hours each of firearms, police driving and defensive tactics training and receive any other training mandated by the Department by December 31st of the calendar year.
3. Complete an audit of their employees' training records each September to determine each employee's progress towards completing the required annual training and take appropriate steps to ensure all of their assigned personnel complete all required training by December 31.
4. Ensure training records are accurately entered into Acadis in accordance with the deadline established in this procedure.
5. Notify the Training Division between October 1<sup>st</sup> and 15<sup>th</sup> of each year of any police employee under their command who have not completed the required in-service training due to

the employee being on limited duty status, military leave, disability leave, extended sick/injury leave and/or who resigned, retired, was discharged or who died.

6. Review employee memorandums evaluating training received and submit them to the Commander of the Training Division within 30 days of receipt.

#### **I. Sworn employee responsibilities**

Sworn employees shall:

1. Participate in all training required for the calendar year unless the employee is unable to participate due to being in one of the circumstances identified in paragraph H.5 above.
2. Audit their records in Acadis to ensure training they have received is documented in the system within 10 days from the last day of the training.

#### **J. Instructor responsibilities**

Department Instructors shall:

1. Not deviate from approved training programs and curriculum or instruct subjects which have not been researched and approved by the Training Division Commander.
2. Maintain lesson plans for all training provided to ISP personnel and training provided to other agencies as approved under [TRA-020](#).
3. Ensure all training provided conforms to and fulfills the requirement set forth in rules, regulations, SOPs, and training manuals.
4. Continue to provide information to the Training Division to professionally develop training subjects and concepts.

#### **K. Training Division responsibilities**

1. Provide a program of instruction and any support necessary to fulfill training need(s).
2. Submit individual training records annually to the Indiana Law Enforcement Academy and the Law Enforcement Training Board.

L. This procedure is to be used in conjunction with all relevant department regulations, rules, policies, and procedures.