

JUNEAU POLICE DEPARTMENT



PROCEDURES

Title: Employee Training and Travel **Chapter:** 3.100

Date Issued: August 24, 2011

Revised: September 15, 2021

Reviewed: September 15, 2021

I. PURPOSE

It is the policy of the Juneau Police Department to administer a training program that will provide for the professional growth, continued educational development of its personnel, and maintain compliance with State, Federal, and City mandates. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

II. POLICY

A. The Department 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, legal and legislative mandates. When possible and applicable, JPD will use courses certified by the Alaska Police Standards Council (APSC) as outlined in the Training Plan of this policy.

B. Objectives of the Training Program

1. Enhance the level of law enforcement service to the public
2. Increase the technical expertise and overall effectiveness of department personnel
3. Provide for continued professional development of department personnel

JUNEAU POLICE DEPARTMENT



PROCEDURES

- C. It is the policy of this department that employees will maintain excellence in their positions by employing the “best practices” in the industry. It is recognized that once attained, excellence can only be maintained through continuous improvement through education and change.
- D. Employees attending training are responsible for forwarding a copy of all training certificates to the Administrative Lieutenant, and when travel is involved, for knowing the provisions of the City’s travel policy.

II. DEFINITIONS

Department Training Officer – Administrative Lieutenant or designee.

Department Travel Officer – The JPD employee (typically an Administrative Assistant in the JPD Administrative division) assigned to administer CBJ’s Travel and Training Policy. The Travel Officer will make all necessary travel arrangements for departmental employees, ensuring CBJ’s policy is followed.

III. PROCEDURES

A. Training plan

1. A training plan will be developed and maintained by the Department Training Officer. It is their responsibility to maintain, review, and update the training plan on an annual basis. The training plan should address the following areas:
 - a. Legislative changes
 - b. State mandated training
 - c. Training required for certification and continuing education requirements
 - d. Critical training issues
 - e. Department and city policies
 - f. Perishable skills training
 - 1) Firearm skills and qualifications
 - 2) Arrest and Control skills
 - 3) Tactical/Interpersonal communications

JUNEAU POLICE DEPARTMENT



PROCEDURES

- g. Sexual assault investigation, Prison Rape Elimination Act (PREA) training, and other sexual and harassment training
- h. Strangulation and DV assault training
- i. Specialty assignment training needs
- j. De-escalation communications
- k. Suicide prevention and mental health first aid
- l. Employee career development
- m. Cultural Awareness, Anti-Bias, etc.
- n. Sexual Harassment

B. Twice a year the Juneau Police Department will have mandatory in-service training for JPD staff. These trainings will take place over several weeks and will be contained in training periods decided by the Chief of Police.

1. Sworn Staff will be required to attend all blocks of instruction they are assigned.
2. Non-sworn staff can attend any training approved by their immediate supervisor or those trainings mandatory to their position as defined by the department.

C. Department Lesson Plans

1. All instructors conducting training courses for Department personnel must have a lesson plan for each formal course of instruction.
2. Lesson plans will be developed by certified instructors or instructors with demonstrated expertise in the subject area and will contain the following:
 - a) Training objective, describing performance and job related relevance
 - b) Course outline and content of training
 - c) Hourly distribution of formal training
 - d) Safety policy, if required
 - e) Practical or written tests to be administered, if any
3. All instructors will complete a training log sign-in sheet for trainings conducted. The sign in sheet can be on a JPD form or APSC form.

JUNEAU POLICE DEPARTMENT



PROCEDURES

D. Department training records

1. Completed training sign-in sheets or APSC forms will be returned to the Professional Standards Sergeant or the Administrative Lieutenant to be added to TrainingTrak.
2. An employee attending approved training is responsible for submitting documentation of completed training courses to the Department Training Officer.
3. The submitted records will be maintained in a training file.
4. Instructors are required to maintain their class materials and lesson plans.

E. Training/Travel Requests/Reimbursement

1. When an employee is assigned training outside the Department, the Department will reimburse the employee for expenses associated with the training. The Department Travel Officer, or his/her designee, is responsible for coordinating travel arrangements, training expense advances and reimbursement (if any) in compliance with the City of Juneau Travel and Training Reimbursement Policy guidelines.
2. Employees requesting to attend training will complete a Transmittal form attached to a memorandum outlining the desired training.
3. The Transmittal will include the course title, name of agency offering the training, training location, anticipated benefits, and associated costs, such as, transportation requirements (including a proposed airline itinerary), lodging, registration, and per diem.
4. The employee will include information on certification requirements or other justification and whether said training is included in the budget (if known).
5. If personal travel will be added to the trip, this information shall be included, indicating whether it will occur at the beginning and/or the end of the trip. The employee will include a proposed airline itinerary showing the cost and the personal days being planned.

JUNEAU POLICE DEPARTMENT



PROCEDURES

6. The employee will submit the Transmittal and required information to their supervisor who will review and forward it up the chain of command.
7. When training is approved or denied, the Chief's Administrative Assistant will notify the chain including the requesting employee.
8. Employees are reminded that during training events, they are responsible for following all rules, procedures, and policies in the ROM.
9. If the training is approved, travel forms and information will be forwarded by the Chief's Administrative Assistant to the Department's travel officer.
10. Employees will provide travel requests in a timeframe that ensures the travel officer receives it no less than six (6) weeks prior to the travel date.
11. Forms received less than six (6) weeks prior to the travel date may not ensure advanced travel funds.
12. Once travel reservations have been made by the travel officer, employee will be required to sign a Travel/Training/Advanced Education Reimbursement Agreement and CBJ Travel Report.
13. The travel officer will assemble a travel packet with all travel arrangements to be given to the traveling employee at least seven (7) days prior to the travel date.
14. Employees may be reimbursed for actual expenses while attending pre-approved training classes either in Juneau or outside the Borough including:
 - a) per diem (excluding local training); taxi/limo expenses or car rental with prior approval;
 - b) course entry fees;
 - c) airline or other travel expenses;
 - d) other expenses with prior approval.

JUNEAU POLICE DEPARTMENT



PROCEDURES

15. Upon returning from training, employee must supply a copy of the course completion certificate to the Administrative Lieutenant. Any travel receipts shall be given to the travel officer in order to process the travel reconciliation.
16. The travel officer will complete a CBJ Travel Reconciliation form which the employee will be required to sign.

F. Training attendance

1. Employees will dress in business casual attire for training classes unless other attire is mandated by the instructor.
2. All Department employees shall attend assigned training unless excused by their immediate supervisor. The Department Training Officer will be notified in the event an employee is excused from or fails to attend training. Excused absences from mandatory training should be limited to the following:
 - a) Court appearances
 - b) Sick leave
 - c) Military leave
 - d) Physical limitations preventing the employee's participation
 - e) Emergency situations
3. It will be the collective responsibility of the Department Training Officer, the individual employee, and the employee's immediate supervisor to coordinate jointly for any training the employee may have missed or requires remediation due to an unsatisfactory training performance.

G. Remedial training

1. If assigned training is not completed satisfactorily or practical/written tests not passed, remedial training shall be given as soon as practical.
2. Remedial training should be provided until such time that the employee can satisfactorily pass the required training or test, or until he or she has demonstrated a failure to respond to the training provided.

JUNEAU POLICE DEPARTMENT



PROCEDURES

3. Remedial training may include a Performance Improvement Plan (PIP) if appropriate. If an employee refuses or fails to respond to remedial training, they may be subject to disciplinary action.

H. Basic academy assignments

1. Personnel hired as Police Recruits and assigned to attend the Alaska Department of Public Safety Training Academy in Sitka, the certified law enforcement basic academy, are referred to as "Police Recruits". Once assigned to attend the academy, police recruits are under the direct supervision of the academy staff. The Administrative Lieutenant will serve as the immediate supervisor and liaison between JPD and the Academy.

Ed Mercer

A handwritten signature in cursive script that reads "Ed Mercer".

Chief of Police