P.O. 1401 Training Academy Administration			
Effective From:	11/03/2025	Effective To:	Current

P.O. 1401 – Training Academy Administration

1. PURPOSE
   i) Training programs should address the agency's needs and ensure accountability for all training provided. In particular, training should be consistent with the agency's mission, core values, as well as goals and objectives. Agency training functions should be the responsibility of the training component, which should be accountable for developing and administering training programs. Program development should provide for input from several sources, including agency personnel in general, a training committee, the inspections function, and the Superintendent.
2. TRAINING COMMITTEE
   i) The Training Committee shall be composed of the Training Academy Director or their designee, who shall serve as the Chairman of the Committee, along with the Training Academy Executive Officer and the Operations Lieutenant. At least one of the following Training Academy staff members should also be selected for the Committee: Firearms Supervisor, Defensive Tactics Supervisor, Emergency Vehicle Operations Supervisor, Cadet Training Coordinator, and/or the In-Service Training Coordinator. In addition, at least two representatives from Patrol or the affected section should be nominated by those section Majors and selected by the Chairman of the committee. The Chairman has the authority to request/assign any member to the Committee, whether from within the department or not.
   ii) The Training Committee shall recommend policy revisions and/or evaluate and recommend training to the department that will enable personnel to perform their duties in an effective and efficient manner and that follows current standards and best practices.
   iii) Any member of the Department who wishes to update any policy with a training component or has a training recommendation they wish to have addressed by the Training Committee, should forward a memo outlining their official request through their chain-of-command to the Training Academy Command Inspector.
   iv) The Training Academy Command Inspector will make the decision to approve or deny that the request be addressed by the Training Committee. If approved, the Training Academy Command Inspector will forward the decision to the appropriate personnel, seeking nominations for department representatives from the potentially affected sections. The Chairman of the Committee will receive the nominations, select the appropriate representatives, and convene the Committee.
   v) A final summary of the committee meeting shall be forwarded through the chain of command to the Deputy Superintendent of Support.
      a) The summary should include a "digest" which outlines key changes to the policy. In addition to the digest, the report packet should also have the new version of the policy that highlights what specifically was changed in comparison to the previous version.
3. IN-SERVICE TRAINING
   i) The Training Academy will post a Training Calendar via the Acadis Portal, listing training courses. Courses other than In-Service should be approved through the employee's chain-of-command by utilizing the Training and/or Travel Request Form.
   ii) The dates for the annual In-Service Training will be determined by the Training Academy, and notification will be provided through the Assistant Superintendent/Chief of Staff. LSP/DPS In-Service Training shall be documented and consist of:
      a) Firearms Requalification;
      b) Defensive Tactics Refresher;

c) Legal Updates;
d) Use of Force and Pursuit / Roadblock Policies;
e) Bias-Based Policing Policy and Refresher Training;
f) Annual Interacting with Mentally Ill Persons Refresher;
g) Wellness Screenings;
h) Biennial Baton and OC Spray Refresher;
i) Taser Recertification, if applicable; and
j) Any other courses that may be added at the direction of the Deputy Superintendent of Support.

iii) Each Troop/Section Executive Officer will be responsible for notifying their commissioned personnel, scheduling, and verifying attendance at In-Service Training. A roster will be completed at each course of training to document attendance and will be forwarded to the Training Academy. Each student must attend all sessions of the course in which they are enrolled unless excused.

iv) Failure to complete POST and LSP/DPS In-Service Training requirements within a specified time may result in the suspension of certification in the required field of proficiency.

v) Upon each employee's successful completion of POST and LSP/DPS In-Service Training requirements, their training file will be updated to reflect satisfactory completion of training.

vi) A POST In-Service Training Waiver Request must be completed for any commissioned officer who is unable to complete yearly training, including extended medical leave or active military duty. The agency head may approve other waiver requests at their discretion. All In-Service Training Waiver Requests must be signed by the Agency head and sent to the Training Academy for submission to POST.

4. ENHANCED TRAINING

i) When an officer has been identified as demonstrating a diminished skill, they shall undergo enhanced training to improve this skill. The need for enhanced training may be identified by a Training Academy Instructor, the Training Academy Director, or an employee's immediate supervisor. Enhanced training for cadets will be determined by the Training Academy Director.

ii) Once the need for enhanced training is identified, it shall be the responsibility of the supervisor, in consultation with the commanding officer, to provide a course of action with the employee to correct the identified discrepancies. All enhanced training implemented shall be documented. If the officer fails to conform to the training, disciplinary action may be warranted. Commanding officers should consider the severity of the deficiency and availability of training when establishing a timeframe for completing enhanced training. In general, enhanced training should be completed within 90 days of developing the corrective action plan. All enhanced training relating to officer safety shall commence as soon as possible.

iii) Officers who fail to requalify with a department-issued weapon or who use the weapon in a manner contrary to the way they were trained shall not be authorized to carry the weapon until completing enhanced training as prescribed by a Department-qualified weapons instructor. Individuals who fail to requalify with their issued Department weapons may be assigned to an administrative role until they are able to qualify and resume official duties. They shall be subject to disciplinary action up to and including termination.

5. ROLL CALL TRAINING

i) Roll Call Training is provided to keep officers up-to-date between formal retraining sessions. This training is the responsibility of the Troop/Section Commander. Unless directed otherwise by the commander, supervisors shall be responsible for selecting and delivering roll call training topics.

ii) Upon request, the Training Academy Staff can provide materials to assist in roll call training.

iii) All Roll Call Training shall be documented utilizing DPSSP 6662. The DPSSP 6662 form shall remain on file at each Troop/Section.

6. SPECIALIZED TRAINING
   i) The Training Academy will notify Troop/Section Commanders of additional online training required by POST. All commissioned personnel are required to complete these online classes in the time period specified by POST.
   ii) Commanders shall ensure members receive training in accordance with specialized job tasks.
   iii) Specialized units should utilize an on-the-job checklist to ensure that new members to the unit are adequately informed so they may effectively assume their responsibilities.
   iv) Each employee will be responsible for uploading any certificates or other verification of successful training completion to the Acadis portal for entry into their training file.
7. TRAINING ATTIRE
   i) Personnel attending Department-approved training shall adhere to uniform and grooming requirements in P.O. 237 Uniform, Appearance, and Ballistic Vest.
   ii) Personnel may also wear business casual attire as listed below:
      a) 5.11-style pants, Dockers-style pants, or dress slacks. Jeans of any color, type, or style are prohibited.
      b) Shirt with a collar (polo or oxford).
      c) Appropriate business casual style shoes or boots. Sandals and flip-flops are prohibited.
      d) Personnel attending training that involves physical activity shall wear appropriate training attire as directed by the Training Academy Director.