

XIV. Training Academy

<i>P.O. 1401 Administration</i>			
Effective From:	12-11-18	Effective To:	Current

A. *P.O. 1401 - Administration*

1. PURPOSE

- i) Training programs should address the needs of the agency and ensure that there is accountability for all training provided. In particular, training should be consistent with the agency's mission and 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, who shall serve as the Chairman of the Committee, along with the following members of the Academy Staff: Executive Officer, Operations Lieutenant, Firearms Supervisor, Defensive Tactics Supervisor, Cadet Training Coordinator and the In-Service Training Coordinator. In addition to the Academy Staff, the Assistant Superintendent and the Deputy Superintendents of Patrol and Investigations will designate a person within their chain-of-command to serve on this committee.
- ii) The committee shall recommend courses of instruction to members of the department that will enable them to perform their duties in an effective and efficient manner.
- iii) Any member of the Department who has a training issue that he wishes to be addressed by the Training Committee should forward his request through his chain-of-command to the Training Academy Director for consideration by the committee.
- iv) A final summary of the committee meeting shall be forwarded to the Deputy Superintendent of Support.

3. IN-SERVICE TRAINING

- i) The Training Academy will post a Training Calendar via Lotus Notes, listing training courses. Each section will be responsible for providing this information to their employees who do not have access to Lotus Notes. 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 announced through the Deputy Superintendent of Support. LSP/DPS In-Service Training shall consist of:
 - a) Firearms Requalification.
 - b) Defensive Tactics Refresher.
 - c) Legal Updates.
 - d) Use of Force Policies.
 - e) Wellness Screenings
 - f) Taser Recertification, if applicable; and
 - g) Any other courses that may be added at the direction of the Deputy Superintendent of Support.
- iii) Each Troop / Section Commander will assume the responsibility of notifying his commissioned personnel and verifying attendance of 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 he is 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, his training file will be updated to reflect satisfactory completion of training. It will be the responsibility of each employee to send a copy of any certificates or any other verification of successful completion of training to the Training Academy for entry into his training file.
 - vi) A POST In-Service Training Waiver Request must be completed for any commissioned officer that is unable to complete yearly training, including extended medical leave or active military duty. Other requests may be approved by the Agency head. All In-Service Training Waiver Requests must be signed by the Agency head, and sent to the Training Academy for submission to POST.
4. REMEDIAL TRAINING
- i) When an officer has been identified as demonstrating a diminished skill, he shall undergo remedial training to improve this skill. The need for remedial training may be identified by a Training Academy Instructor, the Training Academy Director, or an employee's immediate supervisor. Remedial training for cadets will be determined by the Training Academy Director.
 - ii) Once the need for remedial 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 remedial training implemented shall be documented. If the officer fails to conform to the training, disciplinary action may be warranted.
 - iii) Officers who fail to re-qualify with a department issued weapon or if they use the weapon in a manner contrary to the way they were trained, shall not be authorized to carry the weapon until completing additional training as prescribed by a Department qualified weapons instructor. Individuals who fail to re-qualify with their issued Department weapons 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 assume the responsibility of 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](#). This documentation 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.
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, Docker style pants or dress slacks. No jeans of any color, type, or style
 - b) Shirt with collar (polo or oxford)
 - c) Appropriate business casual style shoes or boots. No sandals or flip flops.
 - d) Personnel attending training that involves physical activity shall wear appropriate training attire as directed by the Training Academy Director.