



Chapter: Department Training and Professional Development
Subject: 15-01 – Department Training
Effective: September 11, 2024
Supersedes: Official Order 15-01, dated April 19, 2022
Distribution: Department Members

PURPOSE: This Order establishes department policy related to the department's training program.

15-01-1 POLICY

The success of the department is dependent upon the knowledge, skills, and abilities of our members. Therefore, it is the department's policy to administer a training program that will provide for the professional growth and career-long development of all members.

15-01-2 DEFINITIONS

- A. In-Service Training: Training in addition to initial training, which may include periodic retraining or refresher training, specialized training, career development, promotional training, advanced training, and legal updates. In-Service training may consist of a single class annually or multiple classes throughout the training cycle.
- B. Lesson Plan: A detailed guide from which an instructor teaches. The plan includes the goals, specific subject matter, performance objectives, references, resources, and method of evaluation or testing students.
- C. Remedial Training: Personalized training to correct a specific deficiency, which is usually identified by either testing or other evaluation during training or supervisory evaluation during routine job performance.
- D. Specialized Training: Training to enhance skills, knowledge, and abilities taught in either recruit school or other in-service programs. Specialized training may address leadership development, or it may include technical and job-specific subjects.

15-01-3 PROFESSIONAL DEVELOPMENT BUREAU RESPONSIBILITIES

- A. The Professional Development Bureau (PDB) shall provide oversight and guidance to ensure the department's professional development and training programs are effectively enhancing and building the capacity, skills, excellence, and professionalism of all members to enable them to contribute effectively to the department's mission. The PDB shall:
 - (1) Ensure that members receive the training necessary and required by the Michigan Commission on Law Enforcement Standards (MCOLES) and accreditation standards.

- (2) Regularly maintain and publish a list of required trainings categorized by member classification. This list shall be updated at least annually to assist supervisors in ensuring their members have obtained all required training and to aid in the worksite inspection process.
- (3) Provide oversight and direction for tracking and maintaining training records in accordance with OO 15-02 – Training Records.
- (4) Ensure all mandatory trainings are announced on Official Correspondence with instructions for how impacted members are to document the training on their UD-034 or UD-034a.

15-01-4 ORGANIZATIONAL DEVELOPMENT DIVISION RESPONSIBILITIES

- A. The Organizational Development Division (ODD) shall provide job-related training to members and coordinate training programs and professional development department-wide with a focus on enhanced adult learning resources in the areas of leadership development, wellness, resiliency, and career development.

15-01-5 TRAINING DIVISION RESPONSIBILITIES

- A. The Training Division shall oversee the basic training of recruits, including the phases of the Field Training Officer (FTO) program. Recruit schools shall be conducted by the Training Division according to the curriculum, schedule, and policies approved by the Director and MCOLES. Schools will be conducted at such times as the Director shall designate.
- B. The Training Division shall coordinate training programs and in-service programs for enforcement members.

15-01-6 MEMBER RESPONSIBILITIES

- A. Members are responsible for monitoring their own training requirements and notifying their immediate supervisor of deficiencies.
- B. Members shall complete all applicable required initial and recurring training within the allotted timeframe unless an exemption has been granted by their supervisor.
- C. Members wishing to attend job related training offered by an outside entity, shall receive approval from their worksite commander before registering.
- D. Members shall document completed training as required by OO 15-02 – Training Records.

15-01-7 SUPERVISOR RESPONSIBILITIES

- A. Supervisors shall ensure that members under their command complete all required training within the allotted timeframe and that the completed training is accurately documented on the member's training record as required by OO 15-02 – Training Records.
- B. Supervisors are responsible for tracking training exemptions and ensuring members who have been provided an exemption receive the appropriate training when the exemption is no longer applicable.
- C. Supervisors are responsible for assessing, communicating, and supporting professional development and training needs of individual members under their command.

15-01-8 LESSON PLANS

- A. Lesson plans are required for all mandatory department trainings.
 - (1) Lesson plans must meet the minimum requirements of this policy and shall be completed on the TD-013 – Training and Education Course Documentation.
 - (2) All lesson plans must be approved by the Professional Development Bureau or their designee and shall be stored in a central location identified by the Professional Development Bureau.
- B. All lesson plans shall include the following, at minimum:
 - (1) Course description and objectives (i.e., performance and job-related objectives)
 - (2) Training content and instructional techniques/methodology
 - (3) Identification of any tests or other grading/evaluations used in the training process
 - (4) Resources used to develop and deliver the training
 - (5) Required instructor credentials

15-01-9 REMEDIAL TRAINING

- A. A formal remedial training may be appropriate when a member's knowledge, skill, or ability is deemed unsatisfactory by an instructor, supervisor, or commander.
- B. Unless otherwise specified in department written directives, formal remedial training shall be documented and will include:
 - (1) Details of any training that was provided
 - (2) A timeframe for which it will be completed
 - (3) Any consequences for failing to participate or complete the remedial training as required.
- C. A member scheduled for remedial training must participate in and successfully complete the remedial training. The member's supervisor shall make note in the member's performance appraisal that the member was required to participate in remedial training.
 - (1) If, after remedial training the member is still unable to pass the applicable test(s) or demonstrate the necessary skill(s), the member's supervisor shall immediately notify the commander of the Training Division, through their chain of command, for corrective action.

15-01-10 IN-SERVICE TRAINING FOR ENFORCEMENT MEMBERS

- A. The Training Division shall facilitate the development and coordination of in-service training programs for all enforcement members consistent with their job classifications and recertification requirements.

In-service training shall, at a minimum consist of:

- (1) Firearms (Quarterly)
- (2) Vehicle Pursuits and Emergency Driving (Annually)

- (3) Defensive Tactics and Use of Force (Annually)
 - (4) First Aid (Annually)
 - (5) Small Squad Tactics (Annually)
 - (6) Review of significant changes in policy, procedure, rules, and regulations
 - (7) Any topics required by MCOLES for in-service training.
 - (8) Other training mandated or deemed necessary by the Professional Development Bureau commander.
- B. In consultation with the Training Division, the Transparency and Accountability Division shall develop and coordinate in-service training for the following:
- (1) Legal updates, which at a minimum consists of criminal, traffic, and use of force law changes.
 - (2) Ethics
- C. In consultation with the Training Division, the Commercial Vehicle Enforcement Division shall develop and coordinate any additional in-service training programs required to maintain the specialized training of division members.
- D. In consultation with the Training Division, the Emergency Management and Homeland Security Division shall coordinate HAZMAT Response training annually.
- E. All selected enforcement members shall attend department in-service training when scheduled.

15-01-11 TRAINING FOR CIVILIAN MEMBERS

- A. Supervisors will ensure that all newly hired civilian members receive information and training regarding:
- (1) The role, purpose, goals, and written directives of the department
 - (2) Working conditions and regulations
 - (3) Responsibilities and rights of members
 - (4) Orientation for the specific work assignment to be undertaken
- B. Civilian members are responsible for completing all training as assigned.

15-01-12 SPECIALIZED ENFORCEMENT TRAINING REQUIREMENTS

- A. Enforcement members assigned to specialized positions are required to maintain the specific training requirements necessary for the position, including any licensing requirements.

15-01-13 TRAINING FOR NEWLY PROMOTED MEMBERS

- A. Supervisors will ensure that all newly promoted members under their command receive position-related training commensurate with their new duties.

15-01-14 TRAINING RELATED EXPENSE REIMBURSEMENT

- A. Reimbursement for training related expenses will be done in accordance with Civil Service Rules and the Department of Technology, Management, and Budget Travel Regulations.

15-01-15 TRAINING OF OTHER DEPARTMENTS AND AGENCIES

- A. By statute, this department may provide training and assistance to other police agencies and shall, when possible, make department training programs available to law enforcement personnel in Michigan.
- B. The department shall pursue federal, state, and other available resources for assistance to state and local governments and shall provide the highest quality of education and training for law enforcement personnel.

DIRECTOR

Annual Review Responsibility: Professional Development Bureau

Accreditation Standards: CALEA 33.1.2, 33.1.4, 33.1.5, 33.4.1, 33.5.1, and 33.71