

# OVERLAND PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



**NUMBER:** 1290  
**TOPIC:** TRAINING PROCEDURES & PRACTICES  
**EFFECTIVE DATE:** 11/08/2018  
**SUPERCEDES:** 03/23/2018

**SIGNATURE:** /s/ Frank Donchez      /s/ Simon Happer  
Chief of Police      Bureau Commander

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## I. PURPOSE

## II. PROCEDURE

- A. THE TRAINING FUNCTION
- B. TRAINING DUTIES
- C. TRAINING SECTION RESPONSIBILITIES
- D. EMPLOYEE TRAINING RECORD MAINTENANCE
- E. TYPES OF TRAINING
- F. FULL TIME INSTRUCTORS
- G. CAREER DEVELOPMENT
- H. CURRICULUM DEVELOPMENT AND IMPLEMENTATION
- I. ATTENDANCE REQUIREMENTS
- J. REIMBURSEMENT FOR TRAINING

[CALEA references: see below](#)

## I. PURPOSE

To establish guidelines for a departmental training function, define lines of authority, responsibility, and accountability within the training function as well as to establish procedures and practices which are necessary to effectively improve and implement training operations.

## II. PROCEDURE

### A. THE TRAINING FUNCTION

The function of departmental training is to provide, document, and track the initial entry training for newly-hired employees, as well as continuing education training for employees as outlined in [K.S.A. 2016 Supp. 74-5607a and amendments thereto](#). In conjunction, the Training Unit is responsible for collecting/processing feedback from employees and command staff in order to assist in more effective training practices.

All training will be conducted with the intent to provide legal, ethical, and moral guidelines to assist officers in decision-making and actions within the scope of their duty.

B. TRAINING DUTIES 4.2.4

Annually, the Training Unit will conduct an analysis of its use of force activities, policies and practices. The analysis should identify:

- Date and time of the incidents
- Types of encounters resulting in use of force
- Trends or patterns resulting in injury to any person including employees; and
- Impact of findings on policies, practices, equipment, and training

C. TRAINING SECTION RESPONSIBILITIES 33.1.6, 1.3.11(A)(B)

Responsibilities of the Training Section include, but are not limited to:

- Assess and regulate training of OPPD personnel by OPPD and outside entities.
- Coordinate training resources
- Approve and maintain lesson plans
- Update records of employees following their participation in training programs.
- Oversee selection and supervision of instructors/trainers Act as Academy liaison for OPPD trainees.
- Assists with the coordination of the Department's Field Training Program and its coordination with the Patrol Division.
- Assuring proficiency training is monitored by certified weapons or tactics instructor(s).

D. EMPLOYEE TRAINING RECORDS MAINTENANCE

The Training Section is responsible for maintaining Member's training records. Training records will be updated following a Member's participation in training programs. Each Member's training record will include the following:

- Employee's name
- Course title
- Location, and inclusive dates
- Total hours of instruction
- Scores (if tested)
- Certificates (if awarded)

Members who attend outside agency training will submit a training request prior to attending the training. The approving supervisor will send a copy of the approved request to the Training Section. The Member will submit proof of attendance to the Training Unit within five (5) business days after attending the training. The Training Section will then update the appropriate training record.

The Training Section will maintain records of all in-service training conducted by the Department. It will be the responsibility of the designated instructor(s) to:

- Complete a lesson plan
- Record attendance for the class they are teaching

- Score performance of individual attendees as measured by tests, if administered.
- Submit the information to the Training Section.

E. TYPES OF TRAINING [33.4.1](#), [33.4.2 \(A\)\(B\)\(C\)](#), [33.5.3\(A\)](#)

Recruit Training

Recruit training will consist of:

- Initial orientation to the City and Department
- CALEA accreditation information/training within 30 days of hire date.
- Completion of the Johnson County Regional Police Academy or other Department recognized academy and/or specific academy cl.
- Department specific policies, practices, and procedures  
Field Training Program

The recruit training program will include a curriculum based on tasks of the most frequent duties of sworn personnel who complete recruit training and use evaluation techniques designed to measure competency in the required knowledge, skills and abilities.

An orientation handbook will be issued to all new recruit personnel prior to attending the police academy.

All training is required to be successfully completed prior to officers being assigned to an official capacity which includes using firearms or arrest powers except when; an officer is acting in an official capacity assigned to and under the supervision of a field training officer in the field training program.

Accreditation Training [33.5.3\(A\)\(B\)](#)

CALEA accreditation information will be provided to all Department personnel within thirty days after their employment or within thirty days after completing the recruit academy (if applicable). It will also be provided all agency personnel during the self-assessment phase associated with achieving initial accreditation.

Remedial Training [33.1.5](#), [1.3.11\(C\)](#)

If an agency Member is identified as needing remedial training, it will be the responsibility of the identifying supervisor, instructor, etc., to notify the Training Section, substantiate the need for remedial training and if the training is required to be conducted by the training unit, coordinate a time for the remedial training with the Training Section. In the event remedial training is needed in an authorized weapon system, the Officer will not resume official duty until they are successfully able to qualify with an authorized weapon (lethal/less lethal).

The timeline to complete remedial training will be determined by the identifying Member and the Training Section based on the nature of the remedial training. The documented reason for remedial training requirement, along with the results of the remedial training will be documented in the Member's personnel file. Members who refuse/do not successfully

complete the remedial training may be subject to disciplinary action.

The exception to this is an officer acting in an official capacity assigned to and under the supervision of the Field Training Program or the Regional Police Academy.

### Re-Orientation Training

When a Member is returning to normal duty from an extended illness, injury, military deployment or alternate assignment, of six months or more, he or she will be provided re-orientation training.

The training plan will be coordinated by the Training Section, with the assistance of the Division Commander to whom the Member is to be assigned. A re-orientation checklist will be completed by the person(s) assigned to provide the training. The completed checklist will be submitted to the Training Section at the successful completion of the re-orientation period. Officers returning to uniformed field duties should refer to [SOP 2140, \*Field Training and Evaluation Program\*](#) for additional information.

### Non-Commissioned Personnel Training 41.2.7(D)

Non-commissioned Department personnel will receive initial and on-going training (as designated by their Division). Training will include:

- The agency's role, purpose, goals, policies, and procedures
- Working conditions and regulations
- Employee rights and responsibilities
- Mental health and ethics
- The skills necessary to perform the assignment, and how the assignment relates to the mission and goals of the Department

### Specialized Training 33.6.2

Certain positions within the Department expose Members to the heightened potential for the use of deadly force or to additional danger, (e.g. SWAT, Dive Team, Bomb Team, etc.).

Members transferred into those types of positions will not be allowed to participate in operations for those assignments until the necessary specialized training and readiness exercises have been successfully completed.

Due to the ever-changing nature of the Department and designated specialized positions, a list of each Division's specialized positions will be maintained by that Division Commander. Each position will be accompanied by a description of the following minimum items:

- A description of the required training
- Retraining requirements, if any; and
- Supervised on-the-job training, if applicable

A regular on-going training program will be established by that section, and provided to the Training Section, so training documentation may be maintained by the Training Section.

## Annual/Biennial/Triennial Re-Training Topics 1.3.11, 33.5.1, 41.2.7(E), 71.2.1

Annual in-service training/retraining will consist of a minimum of 40 hours (per year) of on-going law enforcement related training, per KLETC standards. All officers are required to participate in documented, annual retraining programs that include but are not limited to the following:

- Annually
  - Legal updates, to include new laws or revisions in existing laws (sworn)
  - Fair and Impartial Policing
  - [SOP 2330, Response to Resistance](#)
  - Demonstrate proficiency with all approved lethal weapons and CEW that the employee is authorized to use. This will be monitored and documented by certified weapons/tactics instructor(s).
  - Mental Health refresher training (Sworn and Civilian)
- Biennial
  - Code of Ethics (sworn and non-sworn personnel)
  - Less lethal and weaponless control techniques which is taught, monitored and documented by certified weapons/tactics instructor(s)
  - Driver training / EVOC
- Quadrennial
  - Temporary Detention Training

In-service training provided by the Department is training which is in addition to the annual retraining programs. This type of training could include topics such as defensive tactics, DUI detection and field sobriety testing, collection and preservation of evidence, weather and any training directed by the Chief of Police or Command Staff.

### F. FULL TIME INSTRUCTORS

Full-time instructor training will include at a minimum:

- Lesson plan development
- Performance objective development
- Instructional techniques
- Testing and evaluation techniques
- Resource availability and use

### G. CAREER DEVELOPMENT [33.8.2](#)

Career development training includes, but is not limited to promotion training which should include training/certification specific to that rank/job and commensurate with the newly promoted duties and should take place either prior to promotion or within the first year following promotion.

H. CURRICULUM DEVELOPMENT AND IMPLEMENTATION 33.1.4 (A)(B)(C)(D)

To ensure consistency and program integrity, all formal departmental training is to be conducted within a framework of required tasks; written lesson plans, formal testing, and course evaluation/review.

All formal training courses offered within the Department, either by Department personnel or by outside personnel, are to be based on approved, written lesson plans. These plans are to be prepared and submitted in advance to the Training Section for approval. When multiple trainers teach the same topic, or when a particular topic is repeated over a long period of time, a standard lesson plan will be used by all the presenters. At a minimum, each lesson plan will contain:

- Name and title of the course
- Statement of performance and job-related objectives
- Total course hours
- Course content and the specification of the appropriate instructional techniques
- Materials to be used
- Student performance objectives, such as skills that should be demonstrated or knowledge expected to be acquired
- Summary, objectives, and resources used (i.e. K.S.A.'s, CALEA standards, case law, etc.).
- All lesson plans approved by the Training Section are considered approved for the use by employees of this agency.
- The Training Section is responsible for assuring lesson plans are consistent with agency objectives and applicable law.
- When it is deemed appropriate by the Training Section, agency training programs will include a testing component (i.e. written, practical, etc.). Records of this testing will be maintained by the Training Section.

I. ATTENDANCE REQUIREMENTS

Department Members are required to attend all mandatory training activities, are encouraged to attend any additional training available, and are required to successfully meet training standards set by the State, City, and/or the Department.

Employees may be excused by following their chain of command for approval. Officers absent without approval will be subject to disciplinary action.

J. REIMBURSEMENT FOR TRAINING

Reimbursements to Members for attending training programs will be consistent with Department and City policies and procedures.

Date of Origin: 12/18/2007  
Revision Date: 08/05/2008  
Revision Date: 07/31/2014  
Revision Date: 04/17/2017

Revision Date: 03/23/2018

Revision Date: 11/08/2018

CALEA references:

1.3.11(A)(B)(C)

4.2.4

33.1.4(A)(B)(C)(D)

33.1.5

33.1.6

33.4.1

33.4.2 (A)(B)(C)

33.5.1

33.5.3(A)(B)

33.6.2

33.8.2

41.2.7(D)(E)

71.2.1

**NOTE:** This form is stored as a template in Excel. Use the template for submitting requests.

OVERLAND PARK POLICE DEPARTMENT  
TRAINING/TRAVEL REQUEST FORM



This form will be placed in the class training file. Training will be credited to trainee's record upon proof of attendance (certificate of attendance). Please send within one week of attendance.

**TRAINING REQUEST**

Date of request: \_\_\_\_\_

Name: \_\_\_\_\_ KLETC File #: \_\_\_\_\_ Cost Center: \_\_\_\_\_

Title of Training Class: \_\_\_\_\_  
*(Class must relate directly to law enforcement topic for KLETC credit to be given)*

Instructor: (if more than one, list primary) \_\_\_\_\_

What agency or organization is the instructor from: \_\_\_\_\_

Who sponsored the training: \_\_\_\_\_

Who coordinated the training: \_\_\_\_\_

What topics will the training cover: \_\_\_\_\_

Start date: \_\_\_\_\_ End Date: \_\_\_\_\_ Total Training Hours to be Completed: \_\_\_\_\_

Location: (Include city and state) \_\_\_\_\_

Has Employee Been Registered?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Registration Fee	_____
Has Registration Fee Been Paid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Form of Payment	_____

Will this class require assignments or work to be completed in excess of eight hours allotted for any day(s) of the training class?  
Yes  No

If previous question was answered "Yes", provide a brief description of the type of work or assignment to be completed: \_\_\_\_\_

If the employee will work more than 40 hours during this or subsequent work periods in which this training occurs, how many total hours of overtime would you project to be incurred in order to complete this training class? \_\_\_\_\_

**TRAVEL REQUEST**

**If overnight stay required, please complete the following**

Hotel preference: \_\_\_\_\_ Rate: \_\_\_\_\_ Phone #: \_\_\_\_\_

Hotel check-in date: \_\_\_\_\_ Hotel check-out date: \_\_\_\_\_

Mode of transportation to/from training: (if utilizing a city vehicle, please indicate if you are a passenger or a driver) \_\_\_\_\_

If air transportation required, please provide: Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Preferred departure time: \_\_\_\_\_ Preferred return time: \_\_\_\_\_

Destination airport: \_\_\_\_\_

Do you require a travel advance: Yes  No

If advance requested, check advanced items: Meals  Taxi  Rental Car  Fuel

Total estimated cost for training: (include registration, transportation, lodging and meals, incidentals) \_\_\_\_\_

Please refer to COP 206 and COP 229 for information pertaining to travel guidelines/policy.

Registration form/training brochure or other documentation must be attached to this request form prior to approval

_____	Member requesting training	_____	Date
_____	Supervisor Approval	_____	Date
_____	Division Commander Approval (if out of town and under \$1,000)	_____	Date
_____	Bureau Commander Approval (if out of town and over \$1,000)	_____	Date
_____	Chief Approval (if applicable)	_____	Date

Revised 7/8/14



ABOVE AND BEYOND. BY DESIGN.

Police Department

Course title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Location: \_\_\_\_\_ Instructor: \_\_\_\_\_

<b>OUTSIDE DEPARTMENT TRAINING COURSE CRITIQUE</b>	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
	Class location was appropriate				
Class environment was adequate					
Course content was consistent with the course objective					
Course met my personal objectives					
Program was critical or important to my needs					
I will apply this information taught in this course/program					
I would recommend this program to someone else					
Personnel required to attend was appropriate					
<b>INSTRUCTOR CRITIQUE</b>	Poor	Fair	Good	Excellent	
Instructor's knowledge of subject					
Organization of material presented					
Use of visuals, demonstrations, and handouts					
Instructor's overall presentation style					
Degree the instructor held my attention					
<b>The best part of this training course was:</b>					
<b>My suggestions for improvement:</b>					

Thank you for your comments! The information you provided will assist the Training Section staff to better meet your future training needs as well as your fellow employees.

**Return completed form within one week to  
Support Services ATTN: Training Captain**

## OVERLAND PARK POLICE DEPARTMENT IN-SERVICE TRAINING EVALUATION FORM

Course Title: \_\_\_\_\_ Date of Course: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

### COURSE CRITIQUE

Please indicate your level of agreement with the following items:

Category	Poor	Adequate	Excellent
Class Environment			
Course Content			
Information presented was applicable			
Instructor knowledge of the subject			
Organization of the material presented			
Use of visuals, demonstrations, and/or handouts			
Instructor's presentation style			
Degree to which instructor held my attention			
Overall rating of this course			

### COMMENTS: