
ADMINISTRATIVE DIRECTIVE – 105.007
TRAINING BULLETINS

EFFECTIVE DATE: October 15, 1994

REVISION DATE: January 12, 2018

REVIEW DATE:

AFFECTS: All Personnel

CALEA: None

I. PURPOSE

This Administrative Directive outlines operational guidelines for the development and dissemination of departmental Training Bulletins.

II. POLICY

The Plano Police Department provides appropriate and timely information to all personnel, in those areas that directly affect the employee's job performance and/or personal safety. Because it is not always possible to immediately initiate and implement formal training sessions within restrictive work schedules, Training Bulletins will be issued to supplement in-service training and administrative directives.

III. DEFINITIONS

Training Bulletin – An intra-departmental document developed by agency personnel and approved by the Chief of Police, or his/her designee which is intended to supplement formal training; or a bulletin developed by the Legal Advisor and approved by the Chief of Police, or his/her designee which is intended to inform employees of changes or interpretations of the law that may affect Departmental operations.

IV. PROCEDURES

A. Identification of Training Needs

1. Any member of the Department may identify topics warranting the development of a training bulletin.
2. Examples of subject material are safety issues, technology, changes in procedure etc.

B. Development

1. Information must be presented in the format provided by the Accreditation and Compliance Unit.
2. If references are used, the information should be documented through several sources if possible. Supporting documentation (articles, information from other agencies, etc.) must accompany a proposed bulletin for staff review.
3. Present information clearly and concisely.
4. Legal issues must be discussed with the Department's Legal Advisor as the bulletin is being developed and prior to final distribution. The Legal Advisor may choose to address the matter in the form of a Training Bulletin from the Office of the Legal Advisor.

C. Approval

1. Proposed Training Bulletins must be reviewed by the employee's immediate supervisor and signed by the Chief of Police prior to issuance.
2. Proposed Training Bulletins from the Legal Advisor must be approved by the Chief of Police or Assistant Chief prior to issuance.
3. The Chief of Police may choose to have the materials reviewed by a member of the Department or an outside resource prior to its issuance.

D. Distribution

1. Approved Training Bulletins will be assigned an identifying number by the Accreditation and Compliance Unit prior to distribution.

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2. Distribution will be initiated by the Accreditation and Compliance Unit to all department personnel via PowerDMS. The link can be accessed via the Department SharePoint site (<http://planonet/sites/pd/default.aspx>).
3. Originals will be maintained by the Accreditation and Compliance Unit. Copies of Training Bulletins will be maintained in PowerDMS.
4. Information contained in Training Bulletins will be incorporated into the Administrative Directives Manual or the Standard Operating Procedures when it is necessary to address changes in law or written procedure. This process will be initiated by the Compliance Unit.

E. Training Responsibilities

1. Training Lieutenant

- a. Develop, or assist in development of lesson plans, if needed for training associated with Training Bulletins.
- b. If special instructors are used, coordinate training schedules.
- c. Document training attendance in personnel files.
- d. Provide appropriate training aids, such as videos, printed materials, etc. to enhance training efforts.
- e. Forward TCOLE Report of Training to Austin.

2. Supervisors

- a. Ensure all employees under their command are provided appropriate training (roll-call, in-service, etc.).
- b. Upon finishing roll call training, supervisors will forward training record forms to their division commander who will review the forms for completeness and filing.

3. Testing via PowerDMS

Training may also be held in the form of a test attached to a Training Bulletin within PowerDMS. Employees will be notified when a test has been assigned to them. Tests must be completed within the established time frame. Employees are responsible for viewing the Training Bulletin and successfully completing the associated test.

F. Employee Responsibilities

1. Employees are responsible for reviewing departmental bulletin boards and the Training Bulletins within PowerDMS on a daily basis to assure their familiarity with all Training Bulletins.
2. If an employee becomes aware of a Training Bulletin he/she has not received instruction on, the employee must advise his/her supervisor.
3. Failure to comply with guidelines or restrictions set forth in a Training Bulletin shall be grounds for discipline.
4. Once a Training Bulletin is electronically distributed all employees are responsible for its contents.
5. All employees are responsible for reviewing all Training Bulletins issued by Department Personnel, regardless of date of issuance.