

SALINA POLICE DEPARTMENT GENERAL ORDER			Number M1301
SUBJECT: TRAINING ORGANIZATION AND ADMINISTRATION			
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POLICY

In accordance with requirements mandated by Kansas Commission on Peace Officer's Standards and Training (KS-CPOST), all sworn personnel will successfully complete the Kansas Law Enforcement Training Academy (KLETC) and certification, as well as In-Service training for continued re-certification. The Department will ensure that all of its employees receive instruction, training, guidance, and supervision for the purpose of acquiring the necessary knowledge and skills to perform their jobs competently and efficiently. The department also will provide specialized and advanced training, wherever possible, to further enhance employee capabilities and to develop personnel for promotional opportunities. All training will be provided in an equitable and impartial manner.

1. Training Function

The Department's Training Unit is responsible for providing departmental training. This training shall be consistent with the KS-CPOST requirements and reflect the department's training goals. It includes the training provided to both sworn and non-sworn personnel whether conducted internally or provided by outside sources. The unit will also be responsible to:

- 1.1. Administer, maintain, coordinate, plan and develop training programs for the Department.
- 1.2. Assure the staffing administration and operation of the police training facilities.
- 1.3. Conduct or otherwise provides quality training in the Mini Academy for all police officer candidates.
- 1.4. Notify employees of required training and training that is available to department personnel; encourage continuing education for off-duty officers and publicize the availability of such programs.
- 1.5. Prepare, maintain and distribute records reflecting the mandated KS-CPOST training received by all department members.
- 1.6. Assure that required training programs are attended; maintain attendance records and notify the appropriate supervisor in case of unexcused absences.
- 1.7. Conduct or otherwise provide for the presentation of in-service training, specialist training and other educational or training programs for all members of the Department.
- 1.8. Select and train instructors.
- 1.9. Implement and evaluate departmental training programs.
- 1.10. Review and approve all lesson plans to maintain consistency with department policy and to coordinate the department's overall training objectives.
- 1.11. Perform other activities as directed by the Professional Standards Captain and administration.

- 1.12. Coordinate attendance at citywide training sessions offered through the City of Salina/Human Resources.

2. Department Training Goals

- 2.1. Provide employees with job-related training that will enhance productivity (General Order: M1301, 3.), effectiveness and job satisfaction.
- 2.2. Conduct in-service training in accordance with KS-CPOST Continuing Education Criteria which meets licensing requirements and department needs.
- 2.3. Prepare and distribute training bulletins as required which emphasize or explain new, difficult or revised laws or department procedures.
- 2.4. Provide specialized training to employees whose job assignments require such training.
- 2.5. Evaluations, Revisions and Updating of Training Programs:
 - 2.5.1. The department is aware of the need to be dynamic and flexible in its training requirements and programs to ensure that its officers are always properly adequately prepared to meet ever-changing legal and operational requirements.
 - 2.5.2. The training unit staff will seek to identify any problems connected with the department's training facilities, materials, equipment and schedules. Written critiques of training programs (Field Training and Mini Academy) and instructors' performance shall be completed by employees receiving training and shall be maintained and utilized by the training unit to affect appropriate revisions.

3. Resources for Training Program Development

- 3.1. The Training Unit is responsible for the identification of resources which may be used to develop training programs. The unit should use all available resources in training program development including, but not limited to:
 - 3.1.1. Department inspection reports.
 - 3.1.2. Staff reports and/or meetings.
 - 3.1.3. Consultation with field personnel and field observations. (General Order M1301, 5.)
 - 3.1.4. Training evaluations.
 - 3.1.5. Direction and approval by the Chief of Police.
 - 3.1.6. Problems or deficiencies identified in Professional Standards unit investigative reports as recognized and summarized by the office of Professional Standards.

4. Training Program Attendance

- 4.1. Attendance during recruit orientation and designated in-service training sessions is mandatory. Daily attendance rosters will be maintained by the training staff during in-service training.
- 4.2. Employees attending training sessions must sign in to be credited with attendance and/or to gain KS-CPOST credit.

- 4.3. Absences for illness or emergencies require notice to the training unit staff in advance of the commencement of the training session. Personnel required to make a court appearance or other temporary absence from class will notify training staff (through their supervisor) for the absence and times.
- 4.4. Personnel scheduled to attend training sessions are expected to arrive on time or be subject to disciplinary action.
- 4.5. If attendees are absent from training sessions which are KS-CPOST mandated or fail to meet the minimum training hours required they must make arrangements for rescheduling make-up sessions through their supervisor. Failure to do so may result in loss of the officer's commission status.

5. Instructor Qualifications and Selection

- 5.1. Qualified instructors are an essential element of a successful training effort. The Training Unit is responsible for the selection and monitoring of instructors for agency provided training. Instructors must be knowledgeable in the subject matter.
- 5.2. Instructors will possess a certification and be continually present during a course of instructions if they are presenting information concerning a high liability topic such as firearms, first aid/CPR, defensive tactics, and driving skills.
- 5.3. Outside instructors may be scheduled to teach courses based on special needs of the agency. These instructors will be selected based on experience and demonstrated ability to instruct in their field of expertise. Outside instructors must comply with agency and KS-CPOST guidelines regarding course presentation and instructor certification.

6. Remedial Training

- 6.1. Remedial training is available to members when performance deficiencies are identified through evaluation and observation. Minor deficiencies can be addressed through informal training or counseling sessions. More serious deficiencies should be reported to the member's Division Commander and addressed by the Training Unit.
 - 6.1.1. Remedial training should be initiated as soon as practical after discovery of the deficiency. In most cases remedial training should not be delayed longer than thirty days.
 - 6.1.2. Normally, remedial training will be carried out by the immediate supervisor. However, when the required training cannot be accomplished at the supervisory level, the Training Unit will provide the necessary training.
 - 6.1.3. Failure to participate in, or successfully complete a remedial training program may be considered an inability to perform a job function and will be handled in keeping with existing policy regarding disciplinary procedures.
 - 6.1.4. Remedial training time will not be credited as training time necessary to complete mandated in-service training requirements.
 - 6.1.5. Remedial training will be initiated for, but not limited to, the following performance deficiencies:
 - a. Vehicle driving skills
 - b. Firearms proficiency – Refer to General Order M1306, 1.1., when remedial qualifications are not met.
 - c. Defensive tactics and Impact weapons proficiency – Refer to General Order O2102; 1.5., when remedial qualifications are not met.

7. Reimbursements/Overtime Pay

- 7.1. The Department will either provide or reimburse employees for transportation expenses, meals, lodging, fees, books, or other necessary materials when sent to Department approved training programs conducted outside the City limits. Under certain circumstances the Department will also reimburse officers for necessary expenses when attending training within the City limits, should this training require the officer to suffer expenses beyond their normal individual expenditures.
- 7.2. Receipts for expenses not initially paid by the Department will be kept and submitted with a request for payment.
- 7.3. The following expenses will be paid or reimbursed to officers attending the State Training Academy for special training, if a Department vehicle is not furnished:
 - 7.3.1. Mileage round trip for each week of training
 - 7.3.2. Mileage round trip for each session shorter than one week
- 7.4. When more than one officer is attending training at the Academy, it is expected that officers will cooperate and pool rides up to four officers per vehicle and mileage will then be paid per vehicle to the officer furnishing the vehicle.
- 7.5. Recruit officers attending the Kansas Law Enforcement Training Center are responsible for their own transportation while attending the academy.
- 7.6. Overtime pay will be approved for employees receiving approved training on off-duty hours up to the minimum number of required training hours for certification. Overtime pay will be approved for those employees receiving off-duty mandatory training even though employees have already met their minimum number of required hours. Should officers receive training when overtime is not approved, they shall still be credited with training hours. All overtime requests are to be routed through the employee's immediate supervisor for approval.

8. Outside Resources

- 8.1. The Department recognizes that the community offers many potential resources that may enhance the education and skill level of its officers. The Department Training Coordinator will investigate, and be alert to any outside help that is available. Whenever practical and being mindful of manpower, facility, and financial limitations, the Training Coordinator will consider utilizing these outside resources to achieve the training goals.
- 8.2. The Department Training Coordinator will also work in cooperation with other law enforcement agencies to share training, including the use of classroom space, instructors, and materials. The Training Coordinator will keep abreast of training made available by other agencies, and will likewise make local opportunities known throughout the area.
- 8.3. Officers who are enrolled in college level classes, which are job related, may apply these hours towards the annual Kansas Law Enforcement Training Center hour requirements, as mandated by law. College hours should be reported to the Training Supervisor upon successful completion.
 - 8.3.1. The Training Coordinator may be of assistance by providing information on local and outside colleges
 - 8.3.2. A copy of the student's final grade must be provided to assure training credit.
 - 8.3.3. Pursuant to Article 22, Section 8, of the City of Salina Personnel Manual, members may be reimbursed for tuition costs.

The affected member must submit a completed "Application for Tuition Reimbursement" to the Chief of Police, through the Training Coordinator, prior to enrolling in the course(s). Requests for reimbursement will not be approved if submitted after enrollment in the course. Further information on procedures for reimbursement is contained in the City of Salina Personnel Manual.

9. Lesson Plans

- 9.1. A lesson plan is required for every training course. Lesson plans will serve as a guide to instructors and identify performance objectives for students. The format and content of lesson plans must be in accordance with KLETC and Department requirements. Lesson plans will be submitted to the Training Unit Coordinator for approval 1 week before conducting the course. The Training Unit Coordinator or designee will have final approval authority for all lesson plans; however, this does not preclude the Training Unit Coordinator from seeking guidance or counsel via their chain of command should they feel the nature of the training merits command level support. The Training Unit Coordinator will ensure that lesson plans:
 - 9.1.1. Are developed based on current job task analysis;
 - 9.1.2. Contain statements of student performance and job related objectives, and include a testing method, skill demonstration or scenario application;
 - 9.1.3. Contain a list of resources used in the development of the curriculum and a list of resources required in the delivery of the program. Resources used in the development may include literary works, legal findings, and other documents to support the requirements.
 - 9.1.4. Identify the content of the training program and specify the instructional techniques that will be employed. Instruction techniques may include but are not limited to lecture, panel discussions, field experiences, presentations, problem solving and simulations;
 - 9.1.5. Will be consistent with our mission statement that will enhance our level of service and define civility, accountability and pride.
 - 9.1.6. The instructor will use competency tests based upon performance objectives to measure participant knowledge of job-related skills. The Training Unit Coordinator or designee must review all such tests before administration.
 - 9.1.7. A lesson plan is not required to review policies during Patrol Briefings.

10. Training Records

- 10.1. Attendance at all training schools or sessions shall be documented and maintained as directed in M1307. The employee's training file shall be updated following the successful completion of each training program. Employees attending courses or schools outside the Department shall be responsible for submitting a certificate of completion or other appropriate documentation to the training unit coordinator or applicable supervisor. This documentation shall be provided within 15 days after completion of the course or school.
- 10.2. The file for training shall contain at least the following information:
 - 10.2.1. The name and date of the course/conference attended.
 - 10.2.2. The length of the course in hours
 - 10.2.3. A synopsis of the course/conference or syllabus.

10.2.4. The name of the presenter(s).

10.2.5. Test scores (if applicable.)

10.3. Release of Training Records

10.3.1. Training records shall not be released outside the agency without specific legal authority.

10.3.2. Any outside request, including any legal process demanding the release of training records, shall be forwarded to the Training Unit Coordinator who shall in turn confer with the Professional Standards Captain.

11. Training Academy (Kansas Law Enforcement Training Center)

11.1. K.S.A. 74-5603 and the Kansas Law Enforcement Training Commission has established the Kansas Law Enforcement Training Center, and a basic curriculum for Kansas law enforcement officers in conjunction with the University of Kansas. The training center was established in 1968 to provide unified recruit training, as well as advanced training and specialized training, for all Kansas law enforcement officers.

11.2. Newly hired recruits assigned to the Basic Training Academy are provided an orientation handbook upon their arrival. This orientation book provides information pertaining to:

11.2.1. Organization of the academy

11.2.2. The academy's rules and regulations

11.2.3. The academy's rating, testing and evaluation system

11.2.4. Physical fitness and proficiency skill requirements

11.2.5. Examples of Daily training schedules

11.3. Kansas law (K.S.A. 74-5607a), requires that each Kansas law enforcement officer receive 560 hours of accredited instruction within the first year of their employment. Newly sworn recruits who received law enforcement certification in another state will be scheduled for Reciprocity School by KLETC staff as per K.S.A. 74-5608a. This training can come either from KLETC, or other KLETC certified training school provided by a law enforcement agency.

11.4. The Department shall provide financial reimbursement to the KLETC for training expenses incurred by Department members while attending the basic training courses as per K.S.A. 74-5609a.

11.5. The Department will provide training to each new officer that will result in their certification, prior to that officer assuming the duties of their position. This training will be provided by the KLETC at the earliest possible date following hiring, with consideration given to KLETC scheduling and Department operations.

11.6. The Department Training Coordinator and/or training staff will maintain regular contact with the KLETC to keep apprised of course curriculum changes, advances in training techniques, and shall provide input into the academy training program. The Training Coordinator shall work in a cooperative effort with KLETC staff to provide quality instruction for Department members. This cooperation may include sharing resources for regional training, such as instructors and facilities.

11.7. By attendance at the KLETC, recruit officers will receive the basic training necessary to become certified law enforcement officers in the State of Kansas. These recruits shall receive training in the following general areas:

11.7.1. State law

11.7.2. Police procedures

- 11.7.3. Physical skills to include:
- a. Firearms proficiency
 - b. Emergency vehicle operation
 - c. Proper use of non-lethal weapons
 - d. Unarmed self-defense
 - e. Basic first aid techniques
- 11.8. Liability for training of law enforcement officers is multifaceted and often an issue for the courts. The KLETC and the Training Commission are legally responsible for the training curriculum offered in the academy. In addition, the KLETC is responsible for the currency of instruction, the method of instruction, and the evaluation of the student's progress. The student and the Department are responsible for the actions of the student when these actions are not in concert with the instructions received by the KLETC staff. The Department is responsible for providing updated information to the officers, in order that their knowledge, skills, and abilities will continue to increase and remain current.
- 11.9. Employees receiving basic training at the KLETC must still receive training in other areas such as Department policies, procedures, rules, regulations, etc. Training in these areas will initially be conducted during a recruit orientation (General Order M1302), Mini Academy classes, the FTO program, and follow-up in-service, briefing, or advanced training. Said training shall ensure that all employees are kept abreast of information in these areas and changes to that information.
- 11.10. All new employees will receive and review the KLETC Expectations form of the Salina Police Department prior to attending the KLETC. The employee and the Training Coordinator will sign the form acknowledging the receipt, understanding, and consequences associated with not following the guidelines set forth in the expectations form.

BY ORDER OF

CHIEF OF POLICE