

Accreditation Standards: 33.1.2; CFA 14.01 Revisions: 06/98; 11/07; 02/15 References:	University of Florida Police Department  Department Standards Directive	Distribution: 01 Responsibility: 400 Pages: 02 Attachments: None
TITLE: TRAINING ATTENDANCE AND CLASSROOM CONDUCT		

3800 Training Attendance and Classroom Conduct

3800.1 Purpose. The purpose of this directive is to establish guidelines for the attendance and conduct of Department personnel attending training activities.

3800.2 Discussion. Training is a critical aspect of Department operations. Training in areas such as firearms is mandatory for continued certification for law enforcement officers and must be conducted at regularly scheduled times. Other training, although not necessarily mandatory, may be crucial to the effective operation of the Department. In order to ensure an environment favorable to learning, rules of attendance and conduct are essential.

3800.3 Policy. Employees shall attend training activities as scheduled. Employees shall not engage in conduct which adversely affects the discipline, order, or learning environment. Instructors and/or facilitators shall be responsible for compliance by persons attending the training.

3800.4 Procedure.

A. Attendance.

- 1.** The size of the Department necessitates that members be assigned specific training dates and times. All personnel assigned to training or a sequence of instruction shall be present and prepared to start at the scheduled date and time.
 - a.** Unless informed otherwise, personnel shall have in their immediate possession all equipment and materials necessary for the scheduled training.
- 2.** The Training Commander or designee shall ensure that the attendance record is completed.
- 3.** Generally, subpoenas or court appearances are scheduled far enough in advance that retraining can be rescheduled. Personnel who find that a required court appearance or subpoena conflicts with scheduled training, shall inform the immediate supervisor as soon as the conflict becomes apparent, but always prior to the training date. The supervisor shall notify the Training Division of the conflict and arrange for rescheduling.
- 4.** In other circumstances, such as illness, where a Department member is unable to attend scheduled training, the member shall notify the immediate supervisor as soon as the member

becomes aware that the training commitment cannot be met. The supervisor shall notify the Training Division of the reason for the non-attendance and arrange for rescheduling.

5. In instances of unexcused absence, training shall be rescheduled at the convenience of the Department.

B. Conduct.

1. Members engaged in approved training activities conducted or sanctioned by the Department shall conduct themselves in accordance with Department standards of conduct. Any inappropriate conduct will result in disciplinary action.

2. Injuries shall be brought to the immediate attention of the course instructor and the Training Commander, and a detailed report shall be completed and submitted to the Chief.

C. Dress Code.

1. Employees shall be dressed in the department approved training uniform unless otherwise directed. Members will also have readily available a complete uniform and all necessary gear so that they may assume their normal duties should the need arise.

D. Recognition.

1. Employees who successfully complete a Department approved specialized training program or a CJSTC sponsored course shall receive an appropriate certificate.

2. A copy of the certificate shall be placed in the employee's personnel and training files.

3800.5 Glossary.

Employee - For the purpose of this directive, employee shall mean all full-time, part-time, or volunteer members of the Department.

In-service Training - Training conducted by Department instructors or facilitators.

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Approved: _____
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