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	Issued By: Andre Anderson		
Effective: 04/01/2008	Updated: 12/19/2025	CALEA Standards	
Last Reviewed: 12/19/2025		4.3.3, 22.1.3, 33.1.6	

I. Purpose

The purpose of this order is to establish procedures for the organization and administration of the training operations of the department.

II. Policy



A. The department strives to implement training that achieves the following:

1. Provides job-related training for all department members.
2. Prepares employees to act decisively and correctly in a broad spectrum of situations.
3. Enhances employee productivity and effectiveness through greater job knowledge.
4. Fosters cooperation and unity of purpose among department members through common training.
5. Provides for specialization, promotional opportunities, and general safety for employees and those with whom they come in contact.
6. It is the policy of the department to maintain a training function. A sworn police employee will be assigned in the capacity of training officer and may hold the rank of police officer or sergeant.



III. Procedures

A. The Deputy Chief is responsible for the approval of training programs except for high-level police command schools such as the FBI National Academy and command schools. In these cases, the police chief will approve the training.

1. Training programs will be coordinated through the Professional Development Section.
2. The training officer, in cooperation with department section lieutenants and department instructors, is responsible for the planning and development of department training.



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- B. The Professional Development Lieutenant is responsible for seeing the following is completed:
1. Training flyers and training programs will be reviewed for applicability and department use. Appropriate information will be forwarded to Deputy Chiefs and appropriate section Lieutenants for review.
 2. Records of attendance at department sponsored training programs or college courses are maintained and employee's training files are maintained and current.
 3. Records of completed training are forwarded to the Professional Development Section upon request.
 4. Appropriate original documents such as diplomas and transcripts are forwarded to the Chief's office, training office and Human Resources for notation and inclusion in the employee's personnel file.
 5. Recommend, and upon approval, implement or coordinate the implementation of training courses for department personnel.
 6. Evaluate completed training programs. Programs may also be evaluated by personnel attending a training program.
- C. Professional Development Section personnel and supervisors in charge of specific training programs (example: PPCT, Taser, LEIN TAC, etc.) will be involved in the selection, development, and evaluation of instructors for training programs.
- D. Professional Development Section personnel will be involved in the evaluation of potential instructors from outside the agency for training provided to department employees.
- E. The training sergeant will ensure that department training programs are evaluated, updated and revised annually. The training sergeant will review and list all training programs taught by department personnel the previous fiscal year. The training sergeant will identify those programs that will be required or proposed for each new fiscal year. Where available, the

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training sergeant will review the critiques received from those who attended previous training.

- F. The training sergeant will coordinate with listed departmental instructors to develop updated and relevant lesson plans. The instructor(s) will review and update the lesson plan after considering new laws, court decisions, and departmental directives. Instructors will also review comments from the training sergeant on the critiques of the class. The instructor should also comment on physical facilities, materials and any scheduling considerations.
 - G. The training officer will consult with the Professional Development Lieutenant reference to the current and future training needs of personnel for each course.
 - H. The training sergeant will be responsible for ensuring that necessary revisions are made before the next session of a particular course is given.
- IV. Training needs can be identified in multiple ways.
- A. Department employee performance evaluations. (Refer to policy 035-001 Performance Evaluations)
 - B. Reports from meetings on staff studies on identified issues, (i.e., domestic violence, strategic mapping).
 - C. Consultations and observations of field activities.
 - D. Training course evaluations.
 - E. Sustained Personnel Complaints. Only summary information will be reviewed to categorize possible training needs. (Refer to policy 052-001 Complaints about Employee Conduct or Department Directives)
 - F. Input from members at all levels of the department.
 - G. Course offerings through public and private institutions.
 - H. Current Job Task Analysis for the job classes receiving the training.



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- I. Recommendations for training from the community will be considered.

- V. Training Requirements
 - A. Employees are required to attend all scheduled training courses when directed to do so by competent authority. All in-house instructors will be required to document attendance at training sessions and forward such documentation to the professional development lieutenant. In any session where an employee misses over 20% of the instruction time, the employee will be required to complete the entire course at another time. Employees may be excused from attendance by competent authority for emergencies or other required activities (i.e., court appearances).



 - B. When training topics cover material that requires a certified instructor, only a certified instructor shall be used. For example, firearms, CEW, OC Spray.

- VI. Applying for Training
 - A. When an employee wishes to apply for a conference, seminar, or training course/school/session, or when supervisors wish to send employees to such training the AAPD Conference and Training Request (CTR) Form will be utilized. This form is located on SharePoint under PD Training.
 - 1. Employee or supervisor shall contact their unit or section supervisor requesting approval of such training. The request will include dates and times and location of training, an estimate of training expenditures, a description of the course being offered, and justification for attendance, shall all be included on the completed CTR form. Anticipated overtime associated with the event must also be described. Generally, overtime will not be approved unless the department has ordered the employee to attend the training and it has been discussed with a supervisor, except as described in the current AAPOA contract regarding re-assignments for training. This is to include overtime incurred by the attendee and overtime necessary to fill the attendee's regular assignment while they are away at training. On the CTR form, employees shall indicate if the training is required to maintain a certification and describe the certification.



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2. In addition to receiving such requests from employees, section supervisors will be sent advertisements and flyers that appear relevant to their section's operations. If they wish to send an employee to training, the section supervisor will see that a CTR form is completed and sent to the appropriate Deputy Chief for review. The Chief or Deputy Chief will decide if the training is approved. If the training is approved, the Chief or Deputy Chief will sign the CTR form and forward it to the training officer for the necessary arrangements to be made.
 - a. A member of the Professional Development Section will see that the necessary reservations for training, hotels, travel and paperwork for payment are completed.
 - b. Travel authorization requests will be processed as described in Policy and Procedure 033-001A (Travel Policy).
 - c. A member of the Professional Development Section will ensure that the affected employee(s) and their supervisors are notified of training approval or denial. If the training is approved, members of the Professional Development Section will ensure that the affected employee and their supervisor have all the necessary class and travel information prior to the beginning of the class.
 - d. The employee's supervisor will make any scheduling changes necessary due to the employee's absence.
 - e. All training records are retained manually. After attending training, it is required that attendees attach their certificate to the training request through SharePoint or provide the records directly to the Professional Development Section. Attendees need to change the status to complete once they're complete with training.

3. All CTR's shall be reviewed by a member of the Professional Development Section to ensure completeness of the request and that the training budget will support the request given available funds.

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- VII. The Professional Development Section supervision will investigate sources of funding and other resources for training from public and private organizations. When appropriate for specific training courses, these sources will be utilized with the approval of the Chief of Police.
- VIII. The department encourages the use of other criminal justice agencies as sources of training. Cooperation with these agencies fosters increased effectiveness, improves coordination of mutual effort, and promotes better understanding among agencies.
- IX. Training Records
- A. Employees' training files will be updated upon completion of a training program.
 - B. Employees' training files will be maintained in accordance with the State of Michigan Records Retention Policy. Current policy requires training files are maintained for the length of employment plus 7 years.
 - C. Upon completion of the training the training officer may survey the employee for a critique of the program to determine if it is worth sending other employees in the future.
 - D. The training officer shall maintain a record of each class the department conducts. At a minimum, the record will include:
 1. Course Content
 2. Names of attendees
 3. Performance of individual attendees as measured by test
 - E. Employees' training records will only be released to third parties under the following circumstances:
 1. The employee requests that they be released.
 2. A court order is presented for their release.

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3. A training program requests them to verify qualifications for attendance at a departmentally sponsored training center.
 4. The City Attorney requests them for preparation in a criminal/civil suit involving the employee/department/city.
 5. When training is given intra-departmentally, the Professional Development Section will retain copies of lesson plans, handouts, outlines, names of attendees and performance scores, if written tests are given.
- F. It is important for the department to keep current training records for employees. It is also important to keep an inventory of any special knowledge, skills, and abilities employees may have, should there be a future need.
- G. An "In-Service Training Record" form is to be used to record attendance at departmental training courses or to record the viewing of a training movie, video, or bulletin, when the training is not otherwise captured or recorded electronically.
- H. Supervisors are responsible for ensuring that employees are signed off on the form after having received the required training.
- I. When the training is complete the form will be forwarded to the training officer to be filed.
- J. If an individual shift, section, etc., within the department plans and implements training for its own personnel, the supervisor in charge shall complete the form in its entirety and forward it to the Professional Development Lieutenant when such training is complete.
- K. Employees are encouraged to review their training file and complete training list on PowerDMS periodically for accuracy.