



ADMINISTRATION OF DEPARTMENT TRAINING

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I. PURPOSE

The purpose of this policy is to establish the policies and procedures for the administration of the Department Training function.

II. POLICY

It is essential that all Department personnel are properly trained to fulfill the Department responsibility to provide professional law enforcement service to the Iowa City community. Training stimulates, develops, and improves the skills, knowledge and abilities necessary for individuals to stay competent in the duties and responsibilities of their respective positions. The dynamic nature of the law enforcement profession dictates that training be a continuous process of personal and professional growth and development. While the Department bears the primary responsibility for personnel training, all supervisors, officers, civilian employees, and designated Field Training officers have the responsibility to acquire for themselves and to teach those with whom they work, the skills, knowledge and abilities necessary to perform their tasks and duties.

III. DEFINITIONS

- A. Proficiency In-Service Training - A training process designed to stimulate, develop, and improve the skills, knowledge, and abilities necessary to stay competent in the duties and responsibilities of the position. Proficiency and responsibilities of the job presently being performed enhances the employee's skills beyond the minimum level and increases the potential for career advancement.
- B. Career Specialty In-Service Training - A training process used to provide an advance level of instruction in an area of interest and specialization that enhances the overall potential for job satisfaction and career development.

IV. PROCEDURES

The training goals of the Iowa City Police Department are:

- A. To stimulate, develop, and improve the skills, knowledge, and abilities of all Department personnel.
- B. To provide new officers with the legally mandated basic training and with the necessary Department field training.
- C. To provide annual in-service training to all officers for purposes of updating and enhancing their knowledge, skills and abilities.
- D. To present career specialty in-service training on an as needed and/or as requested basis so as to provide advanced levels of instruction in areas of specialization necessary to carry out the Department mission and enhance career development.
- E. To identify and utilize the most cost-effective means for providing basic and in-service training to all personnel.
- F. To develop as necessary, in-house training programs designed to meet unique Department training needs.

DEPARTMENT TRAINING FUNCTION

Authority and Responsibility

- A. Unit and Section Supervisors - Each supervisor will assess, on a continual basis, the skills, knowledge, and abilities of their personnel so as to improve

- upon performance levels and to identify potential areas of career interest and specialization. Whenever a supervisor identifies a specific need for proficiency in-service training or career specialty in-service training, they must notify their Division Commander, in writing, of that need or interest.
- B. Division Commander - Each Division Commander is responsible for updating minimum proficiency in-service training needs (i.e. CPR, Firearm) and career specialty training interests in order to assign those individuals to the proper training courses, when they become available.
- C. Chief of Police - The Chief of Police makes the final decisions about the development of in-house training programs and the assignment of personnel to particular training courses. These decisions are made based upon the recommendation and requests of the various division commanders, supervisors, officers, and civilian employees. In addition to the previously mentioned responsibilities, the Chief, or his/her designee is responsible for the overall coordination of the Department training function, to include, but not limited to:
1. identification of individual, unit and/or Department training needs;
 2. assignment of personnel to appropriate and/or necessary training programs;
 3. development and implementation of in-house training programs;
 4. maintenance of an inventory of the programs and resources available to provide in-service training;
 5. maintenance of Department training records;
 6. review and evaluation of training programs;
 7. development of an annual Department training plan.
- D. Department Training Committee - On an annual basis, the Chief of Police shall appoint representatives from the Department and the departmental training officer to serve on a Department Training Committee. The purpose of this committee is to review, evaluate, and recommend revisions for the Department training effort and to identify areas in which training is lacking. Representatives each year shall be selected from various divisions and watches to better obtain an overall representation of the Department. Representatives shall have an expressed interest in Department Training. Supervisors shall submit names of officers / employees to the Chief or designee who fit these criteria for selection. At the conclusion of their review, the department training officer will prepare a written report summarizing their findings. This annual training review report will be submitted to the Chief of Police for review. The department training officer may use this report as a basis for the development of on-going training.
- E. Department Training Officer - The department training officer is responsible for ensuring that members of the department receive the minimum mandatory training as required by law. Additionally, he/she shall continually develop, implement and evaluate departmental training and assist in assessing the training needs of the department. He/she shall maintain records of the training provided "in-house" and records/documentation of training received outside the department.

EDUCATION AND TRAINING RECORD

Officers assigned to attend a training session shall arrive at the designated training at the specified time and with any required equipment. Officers shall attend the assigned training in its entirety. In those instances where the officer is required to miss part of the scheduled training for court or other duty related circumstances, the officer shall notify the instructor of the course at the beginning of the session. To the extent possible, officers shall complete any make up assignments as directed by the instructor. The instructor shall be provided the reason for the absence and the anticipated time of return. In situations where the officer is absent for other than a duty-related reason, the officer shall notify his/her supervisor of the absence as soon as possible. Officers missing mandatory training for which they have been scheduled may be required to make up the training.

Officers assigned to a training session shall be considered on duty for that day(s). The officer will be reimbursed consistent with city policy for expenses incurred and related to the training. All materials obtained at training are the property of the Iowa City Police Department and the officer may be required to submit the materials for review or to a departmental library.

For all departmental training conducted by members of the Iowa City Police Department, the person assigned to conduct the training shall submit a lesson plan or outline to the training officer for review and approval at least three (3) business days prior to the training. The lesson plan or outline shall include the following:

- A. a statement of performance and job-related objectives;
- B. the content of the training, specification of the instructional techniques to be used, and the anticipated amount of training time;
- C. identification of any tests or evaluations used in the training process.

The departmental training officer shall maintain a record of all departmental training. These records shall include lesson plans/outline, name of attendees, and the performance of individual attendees as measured by any applicable tests or performance evaluations.

Personnel assigned to the training function should receive training as available, in the following areas:

- A. lesson plan development;
- B. performance objective development;
- C. instructional techniques;
- D. testing and evaluation techniques;
- E. resource availability and use.

For training in which officers are tested or evaluated, officers failing to satisfactorily complete the training may be required to repeat the training or attend a remedial training session as directed by their watch commander. In addition watch supervisors shall note any training deficiencies or needs when completing the employees annual evaluation.

Upon the completion of a training session the employee shall provide the departmental training officer copies of any certificates and test scores. The training officer shall document the completion of the training in the employee's departmental training file.

RECRUIT OFFICER TRAINING

The Iowa City Police Department shall maintain contact with all personnel attending basic training classes. In addition, the departmental training officer shall periodically review the contents of the training received at any outside basic training academies and forward any concerns to the Commander of Administrative Services for review. All expenses incurred in the attendance of the academy will be paid by the Iowa City Police Department. All recruit officers attending the academy are full time employees of the Iowa City Police Department and receive all applicable benefits and protections provided as such. When requested and to the extent possible the Iowa City Police Department will provide instructors to outside academies.

Upon completion of basic training, officers shall receive training relating to departmental Rules and Regulations and Departmental Orders. This training will be part of the Field Training and Evaluation process and may be conducted by FTOs or others knowledgeable in this area.

Sworn personnel who have not completed the basic training academy shall not carry a weapon or be placed in a position where there is a likelihood of having to take any type of official action.

Recruit officer training will include training of those tasks most frequently associated with the duties of a patrol officer. Evaluation of these tasks shall be based on and consistent with the evaluation system used in the Field Training and Evaluation Process. The evaluation should assess the recruit officer's knowledge of the topic as well as the recruit officers abilities and skills when performing the requisite task.

IN-SERVICE TRAINING

On a regular basis, officers shall receive update/refresher training as well as training in new areas. As they become available officers shall receive training in new or changes in the law – at minimum, legal update training will occur on an annual basis. This training may be in the form of Watch Training, the training bulletin, Department-wide training or other formats as determined best suited for the training.

In order to keep officers updated on current trends, techniques, policies, laws etc. and to address areas of concern, the departmental training officer shall provide regularly scheduled watch training. Watch training will be conducted by watch supervisors in conjunction with the regularly scheduled watch meeting.

As needed, the department will provide specialized training to personnel who perform specialized functions. These shall include but is not limited to crime scene technicians, accident investigators, canine units, hazardous device technicians, special response team personnel, and others.

Agency employees assigned to the position of accreditation manager shall receive specialized accreditation manager training within one year of being appointed.

Newly hired or appointed civilian personnel shall be provided information on the Departments role, purpose goals, policies and procedures; working conditions and regulations; and responsibilities and rights of the employee.

Prior to being assigned regular duties as a Station Master, the person shall receive training in the operation, procedures and duties of the position. In addition they shall receive regular in-service training in this area.

All promoted personnel shall receive training in their new duties and responsibilities within the first year of their promotion.

Personnel shall receive training in the following areas on an annual basis.

- A. firearms
- B. defensive tactics
- C. motor vehicle operations
- D. biased based contacts
- E. hazardous materials / critical incidents
- F. CPR
- G. bloodborne pathogens
- H. legal issues

Samuel Hargadine, Chief of Police

WARNING

This directive is for departmental use only and does not apply in any criminal or civil proceeding. The department policy should not be construed as a creation of higher legal standard of safety or care in an evidentiary sense with respect to third-party claims. Violations of this directive will only form the basis for departmental administrative sanctions.