

117. CAREER DEVELOPMENT PROGRAM



RICHFIELD POLICE DEPARTMENT POLICY

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Authority: Chief Jay Henthorne

NOTE: This policy is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

I. PURPOSE

It is the purpose of this policy to define the *Career Development Program* of this agency which is designed to improve the skills, knowledge and abilities of all personnel in order to successfully meet departmental goals and objectives.

II. POLICY

The Department has an obligation to provide a professional standard of law enforcement service to the community. In fulfilling that responsibility, it is essential to properly train Department personnel. The ability of this agency to meet current and long range goals and objectives in an efficient and effective manner is largely dependent upon the level of skills, knowledge and ability members bring to their individual assignments, duties and responsibilities.

Therefore, it is the policy of this law enforcement agency to provide, to the degree possible, training to assist members in choosing, preparing, entering and progressing in agency job assignments and job specialties as well as individual professional growth opportunities that will promote production, efficiency, effectiveness and improve the overall level of job performance.

III. DEFINITIONS

PROFICIENCY TRAINING: Shall provide job-related instruction designed to refresh basic skills and provide additional skills, knowledge and abilities necessary to maintain competence in job assignments. Proficiency Training is annual training that is either P.O.S.T. mandated or training that is necessary to enhance job specific abilities such as; field sobriety training, intoxilyzer, radar, first-aid, etc.

CAREER SPECIALTY TRAINING: Shall concentrate on areas of individual interest and specialization consistent with the employee's career goals and meet the Department's needs. Career Specialty Training opportunities will enhance an employee's skills, knowledge and abilities in areas that are consistent with the employee's career goals, current assignment and Department needs.

IV. PROCEDURE

TRAINING

The Department shall provide *proficiency* and *career specialty* training as an essential component of the career development program.

TRAINING FUNCTION TASKS:

The Department's training function is an element of the Police Division. The Training Coordinator is appointed by the Police Chief. Administration of the training component is the responsibility of the Administrative Lieutenant who acts under the direct supervision of the Deputy Chief.

The Training Coordinator is responsible for the following:

1. Planning, developing, and implementing training programs for sworn and civilian personnel.
2. Scheduling sworn and civilian personnel for training courses.
3. Notifying Department personnel of Proficiency training and Career Specialty training which is available.
4. Ensuring that required training programs are attended through notification of supervisors.
5. Evaluating instructors.
6. Evaluating training programs.
7. Coordinating training programs within the Department and with other agencies.
8. Maintaining training records.

Training programs will be presented through the use of video equipment, handout materials, in-service seminars, off-site training, hands-on training, briefing training, and speakers from public and private organizations and on-line training.

Employee performance in the training sessions will be measured through qualifications, certifications, and other testing.

SELECTION OF PERSONNEL FOR TRAINING

Proficiency Training: The Department will initiate annual training for employees to meet the P.O.S.T. licensing requirements or training that is necessary to enhance job specific abilities such as; field sobriety training, intoxilyzer, radar, first-aid, etc.

Career Specialty Training: Selection of officers and other employees for specialty training courses are based upon the following criteria:

- Submittal of *Career Specialty Training Course Request* form
- Personnel availability
- Monetary funds available
- Current Departmental needs
- The development needs of the employee
- Employee career interest(s)
- Current Performance level of the employee
- Immediate Supervisor Recommendation
- Command Staff Approval

REIMBURSEMENT FOR MEALS DURING TRAINING

Officers that attend training will only be allowed to submit receipts for meals if the training is outside of the seven county metro area or if the training requires an overnight stay. If meals are approved, officers must follow the city personnel policy (Travel Authorization and Travel Expense Allowance) on the dollar amounts allotted on a daily basis. All meals submitted for reimbursement must be supported with receipts. Meals could be provided to personnel if it is required to keep department sponsored training on time.

REIMBURSEMENT FOR MILEAGE ON PERSONAL VEHICLES ATTENDING TRAINING

Mileage reimbursement for the use of personal vehicles to and from training must be approved by the training coordinator and Deputy Chief prior to the officer attending the assigned training. Officers shall take a department vehicle to training whenever possible.

REMEDIAL TRAINING

Remedial training does not constitute disciplinary action. Occasionally, there may be a need to provide informal or formal remedial training to an employee. Criteria used in that determination may include:

- Complaints from prosecuting attorneys, citizens, or fellow employees
- Recommendation of a supervisor
- Comparison of statistical data reflecting an unacceptable deviation from a performance measure or standard
- Personal conduct, appearance, and habits
- Physical, emotional, or mental inability to perform job-related duties

- Individual employee request

Informal Remedial Training:

- Informal remedial training is training which may be handled within the shift or unit.
- The employee's immediate supervisor will be responsible for providing remedial training which is minor in nature and may be handled by supervisory counseling.
- The appropriate Section Lieutenant should be consulted for resource material and personnel to assist the officer in obtaining needed training.
- Counseling should be documented and placed in the officer's evaluation file.

Formal Remedial Training:

- Formal remedial training requires administrative approval by the Command Staff and supervision of the training.
- As a result of disciplinary action, formal remedial training may be initiated to ensure officer compliance with stated training goals, department policy and procedures and to improve the officer's performance in the deficient performance area.
- Prior to the initiation of a formal remedial program, a supervisor of the affected employee will state the problem to the command staff. The supervisor may at that time offer possible corrective measures to the command staff.
- Following approval of a formal remedial program, it is the responsibility of the appropriate immediate supervisor and the Training Coordinator to communicate the performance concerns with the affected employee by initiating a Performance Improvement Plan (P.I.P.) stating performance expectations and to schedule the necessary training to assist the officer in the program.
- Any officer who has been assigned to a remedial training program will be observed, retrained, and evaluated until the officer has successfully demonstrated the skills and knowledge necessary.
- A designated time frame for successful performance should be established by the appropriate command staff person. The maximum time frame allowed for satisfactory performance will be established according to the individual situation and need.
- If the officer's performance has not been judged successful in the specified time, a performance evaluation of the officer shall be completed by the officer's supervisor documenting the affected employee's lack of improvement in performance expectations.
- Upon completion of the review, the command staff will collectively make a determination as to what further action will be taken by all concerned.

TRAINING ATTENDANCE REQUIREMENTS

Training Notice(s) will be sent via email for all Department mandated training. Supervisors should ensure that their subordinates are in attendance. Personnel unable to attend training or leave training early must inform their supervisor immediately. The supervisor will be responsible for coordinating with the Training Coordinator any make-up work and/or assignments.

Personnel assigned to authorized training programs will be required to attend all classes and additional course activities, except in cases involving the following:

- Approved vacation/holiday/comp time
- Excused by class instructor (the respective Section Lieutenant must be advised and approve such absence)
- Court appearance
- Other personal emergency/illness or departmental need which has been approved by the respective Section Lieutenant
- The duty supervisor will document the absence in a memorandum and forward this information to their Section Lieutenant.
- Mandatory training is a duty assignment and any unexcused absence may be grounds for disciplinary action.

TRAINING RECORDS

A record of training received by each employee will be maintained in the employee's training file. This file is maintained by the Training Coordinator or designee. It will be the responsibility of the Training Coordinator or designee to update records of employees following their participation in training programs. The records will show type of training received, number of hours involved, dates and location of the training, and the names of those attending.

These records will be maintained in the training files and will include the following:

- Course content (lesson plans, if available)
- Names of Department members attending the training
- Performance of individual attendees as measured by tests, if administered
- Training location and number of hours involved

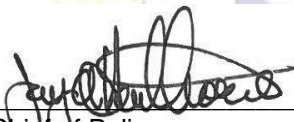
It will be the responsibility of the employee receiving a certificate to provide the Training Coordinator or designee with a copy for inclusion in the employee's training file. The employee attending a training session where a certificate of completion is received will maintain the original copy. It will be the responsibility of the employee to provide the Training Coordinator or designee with a copy of the certificate. The copy will then be placed in the employee's training file. Officers should keep their own records of attended training. It is ultimately the responsibility of each licensed police officer to keep their own records.

POST licensed police officers employed by the City of Richfield **shall** monitor their accrual of POST credits during each licensing period and **shall** avail themselves of sufficient training opportunities provided by this Department or other agencies so as to ensure that the accrual of minimum POST credits required for POST license renewal.

Release of Training Records to Outside Agencies

Department training records will only be released to outside agencies or individuals with the approval of the Police Chief or command staff designee.

By Order Of:



Chief of Police

CAREER SPECIALTY TRAINING OPPORTUNITY
Training Course Request Form

Officer/Employee Name: _____

Date Requested: _____

TRAINING COURSE INFORMATION - (Attach copy of training course announcement)

Training Course Name/Title Requested:

Training Course Location & Dates:

Cost of Training Course:

Training Course Class Objectives/Highlights:

DEPARTMENT & OFFICER DEVELOPMENT NEEDS

Similar or related training course(s) attended:

Related educational or work related experience on training course topic:

How does training course topic meet the objectives/needs to benefit the Department:

How does training course topic meet the development needs of the officer:

How does the officer requesting training, plan to implement/share the training information with the Department:

SUPERVISOR RECOMMENDATIONS AND APPROVAL

Immediate Supervisor Recommendation:

Command Staff Approval: _____