

Training

203.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

203.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local, and POST training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

203.3 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the Department will use courses certified by the California Commission on Peace Officer Standards and Training (POST).

203.4 OBJECTIVES

The objectives of the Training Program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of our personnel.
- (c) Provide for continued professional development of department personnel.
- (d) Ensure compliance with POST rules and regulations concerning law enforcement training.

203.5 TRAINING PLAN

A training plan will be developed and maintained by the Training Sergeant. It is the responsibility of the Training Sergeant to maintain, review, and update the training plan on an annual basis.

203.6 LESSON PLANS

All in-house training courses conducted by police department personnel shall have pre-approved written lesson plans that minimally include:

- (a) Expected performance objectives
- (b) Training content and instructional techniques
- (c) Specified assessments used to determine competency

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Each lesson plan will be completed by a subject matter instructor and will be forwarded up the chain of command for approval. This requirement does not apply to self-paced training completed at a computer (example: P.O.S.T. Learning Portal, P.O.S.T. DVDs and SkillSoft training courses).

203.7 TRAINING NEEDS ASSESSMENT

The Training Unit will conduct an annual training-needs assessment of the Department. The needs assessment will be reviewed by staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year. All officers will be required to complete an annual training program as determined by the Department. The annual training may be completed in-house or via other P.O.S.T. approved training providers.

203.8 TRAINING COMMITTEE

The Training Sergeant shall establish a Training Committee, which will serve to assist with identifying training needs for the Department.

The Training Committee shall be comprised of at least three members, with the senior ranking member of the committee acting as the chairperson. Members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Sergeant may remove or replace members of the committee at their discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Committee should review include, but are not limited to:

- (a) Any incident involving the death or serious injury of an employee.
- (b) Incidents involving a high risk of death, serious injury or civil liability.
- (c) Incidents identified by a supervisor as appropriate to review to identify possible training needs.

The Training Committee should convene on a regular basis as determined by the Training Sergeant to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Sergeant. The recommendation should not identify specific facts of any incidents, such as identities of employees involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Training Sergeant will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and available resources.

203.9 REMEDIAL TRAINING

Personnel who demonstrate performance deficiencies during training courses will be assigned remedial training (e.g. POST or in-house). Failure to successfully complete assigned performance objectives as outlined in the training course which may include participation, quiz, and/or

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other specific qualification standards (e.g., firearms qualification) will constitute a performance deficiency. Remedial training will be assigned as soon as practicable by the Training Sergeant.

203.10 TRAINING PROCEDURES

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:
 - 1. Court appearances
 - 2. First choice vacation
 - 3. Sick leave
 - 4. Physical limitations preventing the employee's participation.
 - 5. Emergency situations
- (b) When an employee is unable to attend mandatory training, that employee shall:
 - 1. Notify their supervisor as soon as possible but no later than one hour prior to the start of training.
 - 2. Document their absence in a memorandum to their supervisor.
 - 3. Make arrangements through their supervisor and the Training Sergeant to attend the required training on an alternate date.

203.11 DAILY TRAINING BULLETINS

Section 203.11 is applicable to those police departments that utilize Daily Training Bulletins.

Lexipol Daily Training Bulletins (DTBs) is a web-accessed system that provides training on the CSU Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Sergeant.

Personnel assigned to participate in DTBs should only use the password and login name assigned to them by the Training Sergeant. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Employees who are assigned to participate in the DTB program should complete each DTB during their shift or as otherwise directed by their supervisor. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during absences (e.g., vacation, medical leave) upon returning to duty within a reasonable time-period, such as during their initial work week after returning from a two-week vacation. Additional time to complete missing DTBs upon returning from an extended absence (one month or more) should be provided by the supervisor. Although the DTB system can be accessed from any Internet active computer, employees shall only take DTBs as part of their on-duty assignment.

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Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

203.12 TRAINING SERGEANT

The Chief of Police shall designate a Training Sergeant who is responsible for developing, reviewing, updating, and maintaining the department training plan so that required training is completed. The Training Sergeant should review the training plan annually.

203.12.1 TRAINING RESTRICTION

The Training Sergeant is responsible for establishing a process to identify officers who are restricted from training other officers for the time period specified by law because of a sustained use of force complaint (Government Code § 7286(b)).

203.13 TRAINING RECORDS

All personnel assigned to attend an in-house training course conducted by police department personnel shall sign-in on an approved attendance sheet (paper or electronic).

Completed in-house training attendance records and any applicable performance measures (tests) will be filed with the original approved lesson plan. In addition, personnel training records will be updated as appropriate (e.g. firearms qualification records, certificates of completion and P.O.S.T. profile updates).

Training records will be retained in compliance with CSU Records Retention Schedule.