

Training Policy

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. Additionally, training of personnel within the Department will meet statutory requirements and the requirements established by the California Commission on Peace Officer Standards and Training (POST). 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 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 POST.

203.3 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.

203.4 TRAINING MANAGER

The Training Manager shall be assigned to the Administrative Services Division under the immediate supervision of the Administrative Services Lieutenant. The Training Manager will be at minimum the rank of Police Sergeant. The Administrative Services Lieutenant will annually review and evaluate the performance of the Training Manager to assure effective performance and achievement of goals. A Department Master 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. The plan will address the following areas:

- (a) Identification of Departmental training needs.
- (b) Approval of in-house training programs.
- (c) Scheduling, coordination, and evaluation of training programs.
- (d) Maintain the Department's training records, training budget, calendar, Department Training Bulletin, and training materials.
- (e) Coordinate all other Departmental training as needed and evaluate the quality of training courses.
- (f) Participate in local, regional and state training officers associations. Act as the Department liaison with the POST Commission, CPOA, LETMA, local colleges, City

Redding Police Department

RPD Policy Manual

Training Policy

personnel department as it relates to training, and any other associations identified by Command Staff.

- (g) Meet with Department managers and supervisors to update training goals and objectives for each Division.

203.5 TRAINING NEEDS ASSESSMENT

The Training Manager will develop and maintain the Department Master Training Plan. The Training Manager will be responsible for working with the Management Analyst to ensure the annual training budget is appropriate and followed.

Training will be conducted in accordance with all statutory mandates, POST requirements, and Departmental needs. Additionally, programs will be scheduled as needed for the effective performance of identified needs and/or proposed assignments.

At the request of the Chief of Police or designee, the Training Manager shall attend staff critiques whenever officer training may be a factor.

203.6 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 his/her supervisor as soon as possible but no later than one hour prior to the start of training.
 - 2. Document his/her absence in a memorandum to his/her supervisor.
 - 3. Make arrangements through his/her supervisor and the Training Sergeant to attend the required training on an alternate date.

203.7 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) is a web-accessed system that provides training on the Redding 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.

Redding Police Department

RPD Policy Manual

Training Policy

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 at the beginning of 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 extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet active computer, employees shall only take DTBs as part of their on-duty assignment unless directed otherwise by a supervisor.

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