

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. 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. Training may also be used as a positive process to correct performance deficiencies.

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 the California Commission on Peace Officer Standards and Training (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 productivity, technical expertise, effectiveness, and accountability of our personnel
- (c) Provide for continued professional development of department personnel

203.4 TRAINING PLAN

A training plan will be developed and maintained by assigned personnel. It is the responsibility of an Operations Lieutenant and/or the training sergeant to maintain, review, and update the training plan on an annual basis. The plan will address the following areas:

- Legislative Changes
- State Mandated Training
- Critical Issues Training
- Annual training needs assessment

203.5 TRAINING NEEDS ASSESSMENT

Upon approval by assigned staff, the annual 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.

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203.6 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 his/her 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.

203.7 TRAINING ATTENDANCE

- (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.

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3. Make arrangements through his/her supervisor and the Training Sergeant to attend the required training on an alternate date.

203.8 LESSON PLANS

All in-house training courses shall have pre-approved written lesson plans that minimally including the following:

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

Each lesson plan will be completed by a subject matter instructor and will be forwarded up the chain of command for approval as follows:

- (a) Training Sergeant
- (b) Patrol Operations Lieutenant
- (c) Chief of Police

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).

203.9 REMEDIAL TRAINING

Personnel who demonstrate performance deficiencies during in-house courses will be assigned remedial training. Failure to successfully complete assigned performance objectives will constitute a performance deficiency. Assigned remedial training will be conducted as soon as practicable by a department instructor.

203.10 TRAINING RECORDS

All personnel assigned to attend an in-house training course shall sign-in on an approved attendance sheet.

Completed 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 (i.e. firearms qualification records, certificates of completion and P.O.S.T. profile updates).