

Training Policy

208.1 PURPOSE AND SCOPE

Best Practice

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.

208.2 PHILOSOPHY

Best Practice MODIFIED

The Department provides 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).

208.3 OBJECTIVES

Discretionary MODIFIED

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.

208.3.1 POST Continuing Professional Training (CPT) (Required)

The Police Training Specialist shall ensure the following POST mandates are met;

1. CPT is required for certain peace officer and dispatcher personnel who are employed by POST participating departments. The purpose of CPT is to maintain, update, expand, and/or enhance an individual's knowledge and/or skills.

2. In order to be compliant with the annual required POST (CPT) Continuing Professional Training, the Police Training Specialist shall ensure that personnel are provided with and complete the annual 24 hours of continuing professional training and 12 hours of perishable skills training which shall consist of a minimum of 12 hours in each two-year period. Of the total 12 hours required, a minimum of 4 hours of each of the three following topical areas shall be completed:

- a. Arrest and Control.
- b. Driver Training/Awareness or Driving Simulator.
- c. Tactical Firearms* or Force Options Simulator.

(Refer to POST PAM Section D-2 for minimum requirements)

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208.3.2 POST Supervisory Course (Required)

The Police Training Specialist shall ensure the following Post mandates are met;

1. Every peace officer (except jail deputies) promoted, appointed, or transferred to a first-level supervisory position after July 1, 2018, shall satisfactorily complete a certified Supervisory Course either 12 months prior to promotion or within 12 months after the initial promotion, appointment, or transfer to such position. An officer who will be appointed within 12 months to a first-level supervisory position or an officer assigned to a quasi-supervisory position may attend a Supervisory Course, if authorized by the department head. Requirements for the Supervisory Course are set forth in POST PAM Section D-3.

2. Every peace officer (except all jail deputies) promoted, appointed, or transferred to a middle management position after July 1, 2018, shall satisfactorily complete a certified Management Course either 12 months prior to promotion or within 12 months after the initial promotion, appointment, or transfer to such position.

3. All training sergeants and training cadre shall familiarize themselves with the POST guidelines and requirements in order to be in compliance and meet the mandated CPT and Perishable Skills training required annually by reviewing the post training manual located at;

<https://post.ca.gov/commission-procedure-d-2-continuing-professional-training-and-perishable-skills#d21>

208.4 TRAINING PLAN

Discretionary MODIFIED

A training plan will be developed and maintained by the Police Training Specialist. It is the responsibility of the Police Training Specialist to maintain, review, and update the training plan on an annual basis. The plan addresses the following areas:

- (a) Legislative changes
- (b) State mandated training
- (c) Critical issues training

208.5 TRAINING NEEDS ASSESSMENT

Discretionary MODIFIED

The Police Training Specialist shall 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.

208.6 TRAINING PROCEDURES

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- (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 Police Training specialist to attend the required training on an alternate date.

208.7 DAILY TRAINING BULLETINS

Best Practice **MODIFIED**

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

Personnel assigned to participate in DTBs should only use the password and login name assigned to them by the Lexipol Administrator. 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.