

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

TRAINING POLICY
SUBJET

DATE: July 24, 2013

NO: A-4

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Training Policy

I. POLICY

It shall be the policy of the Stockton Police Department to provide employees with all legally mandated training. Training determined necessary by appropriate levels of management, for the effective performance of the department, will also be provided within the limits of funds.

II. PURPOSE

The purpose of this policy is to establish guidelines for department training; to identify responsibilities for the numerous training functions; to promote understanding of the goals and objectives of departmental training; and to provide consistency in the area of training.

III. TRAINING MANAGER

- A. The Training Manager shall hold the rank of Lieutenant and will be assigned to the Administrative Services Division. The Training Manager will be responsible to the Captain.
- B. The Training Manager shall be responsible for:
 - 1. Developing and maintaining a training plan that will accomplish the training goals of the Police Department.
 - 2. Evaluating training needs based on an annual assessment through conferring with supervisors and staff officers, career counseling, and analyzing problem areas brought to the attention of the Department.
 - 3. Acting as the liaison between the Training Section and the Field Training Officer Program.
 - 4. Supervising recruit officers while they are attending a basic academy.
 - 5. Providing in-house training to all employees for both required and desired subjects.
 - 6. Developing, assigning, and assisting instructors in the preparation of all in-house training programs.
 - 7. Determining what training cannot be provided through the in-house courses of instruction. Schedule personnel to attend outside schools so the maximum benefit is obtained.
 - 8. Notification of all personnel and their supervisor that they are assigned to training courses and of the date, time, location, and subject or any subsequent changes or cancellations.
 - 9. Assisting staff and supervisors in establishing and evaluating means to remediate employee's performance when it can be accomplished by training.

IV. BUDGET AND RESOURCES

- A. The Training Manager will submit to the Captain of Administrative Services an annual training plan and proposed budget. The Training Budget will include projected expenditures for all training related

matters, both in-house and off-site courses, as well as an estimate of revenue for courses and an estimate of revenue for P.O.S.T. reimbursement. The budget proposal will include any estimated capital outlay costs for equipment and supplies.

V. STAFF CRITIQUES

- A. The Training Manager will be available for staff critiques of critical incidents, whenever it is deemed officer training may have been a factor.

VI. TRAINING NEEDS ASSESSMENT

- A. The assessment of training needs for the department will be done on a continual basis by all levels of management to determine current or projected needs throughout the department.
- B. Each division head shall evaluate the training needs of personnel under his/her command. This will include any mandatory and/or necessary training. The division head or his/her designated representative will be the training liaison between said division and training section, and as such, will have the responsibility to know their personnel training needs, keeping communication lines with training section open for coordination purposes.
- C. The Training Manager will evaluate in-house programs to determine their validity based on required or assessed need.

VII. ESSENTIAL TRAINING

- A. All employees, civilian and sworn, shall be provided essential training for their assignment, both on the job and formal. Training will be based upon the training needs assessment as soon as practical after their assignment.

VIII. REQUEST FOR TRAINING

- A. Employees wishing to attend training that is not provided by the City of Stockton shall submit a Request for Training form through their chain of command. Once approved by the respective Training Coordinator, the Training Request shall be submitted to the Personnel and Training Section for approval by the Training Manager, and processing.
- B. If a Request for Training is denied because of budget constraints and the employee wishes to personally pay for the training, a Request for Training form must still be submitted to the Personnel and Training Section for approval by the Training Manager.
- C. An employee may not represent the Department in any training course without prior approval by the Training Manager, in accordance with A. and B., above.

IX. INSTRUCTORS

- A. The Training Manager will provide assistance to instructors, including but not limited to:
 - 1. Lesson Plan Development
 - 2. Performance Objective Development
 - 3. Instructional Techniques
 - 4. Learning Theory
 - 5. Testing and Evaluation
 - 6. Resource Availability
- B. The Training Manager shall maintain an adequate complement of instructors. All interested

personnel are encouraged to apply as instructors in areas of interest/expertise. The selection of instructors will be based on individual knowledge of the subject matter, teaching techniques, and desire to instruct others.

X. LESSON PLANS

- A. Lesson plans will be required for all in-house training courses. The plans will be submitted to the Training Manager and approved when consistent with department policy.

XI. TESTING

- A. Training will most often include testing to determine if the objectives of the course were met. Testing will be done by using performance objectives as a guide. Written testing, oral tests, or evaluation of performance, improvement, or a combination may be used.

XII. TRAINING RECORDS

- A. All training records will be kept up-to-date by the training staff via an attendance roster submitted by the instructor. Training records may be released to outside agencies at the employee's request or permission, and when subpoenaed by court order.

XIII. DUTIES

- A. Instructors
1. Instructors shall submit a class roster for each course taught within a week of course's end. If the course lasts more than one session, the instructor shall obtain and submit a roster for each session. Each instructor is responsible for maintaining the instruction for the course length.
- B. Supervisors
1. All supervisors are responsible for discipline of subordinates while attending training. The essential nature of the training must be considered by supervisors before granting vacation or earned time off. Supervisors who participate in training shall ensure their subordinates are not tardy or a class problem.
 2. Supervisors are further responsible for the schedule revision(s) necessary to ensure an employee works the appropriate number of hours in a pay period.

XIV. EMPLOYEE RESPONSIBILITY

- A. In-house Training
1. Employees are responsible for their attendance at mandatory training. Should an employee miss mandatory training, it is the employee's responsibility to arrange a make-up through the training manager.
 2. Employees are expected to participate in the training and to conduct themselves in such a manner as to promote an atmosphere of learning.

XV. OFF-SITE COURSES

- A. Employees who are to attend off-site courses will be notified by the training section via their division. It is important that the student contact the training section as soon as possible after notification to facilitate travel and lodging arrangements.
- B. When personnel on the 10-Plan are scheduled to attend extended training, they will be placed on an 8-hour schedule beginning on Sunday, of the week(s) of attendance. On the Sunday following the school, they will resume the 10-hour schedule.

1. Supervisor's Responsibility (NOTE: A "week" under the 10-plan is Sunday - Saturday.)

a. One- or two-week schools: When travel to school is involved, supervisors will carry attendees as "V" on Sunday and Saturday of the week(s) involved, and "SCH" for the actual school days (Monday-Friday).

(1) One-week School
V SCH SCH SCH SCH SCH V

(2) Two-week School
V SCH SCH SCH SCH SCH V
V SCH SCH SCH SCH SCH V

Attendees will submit an overtime card for any actual travel time involved in traveling to the school and actual time returning to Stockton at its conclusion.

b. When schools do not involve travel (i.e., SPD Firearms Instructors School) show attendees the same as in the above examples, thus maintaining a 40-hour week. They will return to the normal 10-plan schedule on Sunday of the week following the school.

c. When a school is less than 40 hours in length, (i.e., 3-days, 24-hours) supervisors must ensure officers receive proper hourly credit for that week by adding actual travel hours, if applicable, to the 24-hours of said school.

EXAMPLE: School Hours - 24; travel to Bay Area two hours each way equal to four hours, Total 28-hours.

At this point, supervisors must arrange for officers to work an additional 12-hours to total 40-hours for that week. This would not preclude the expenditure of ET or AV for these 12-hours, if desired.

d. Unit training, (SWAT, FTO, K-9, etc.) will NOT be considered a "school," therefore, officers will be carried as "T" or "S/A" on the Daily Assignment Sheet while attending such unit training.

2. Attendee's Responsibility

a. One-week or two-week schools: Personnel attending will be responsible for turning in an overtime card as "OT" for the actual travel time involved (i.e. Sacramento: 1-hour, Bay Area: 2-hours, Southern California: 8-hours, each way) which exceeds the 40-hours of school attendance. The overtime card shall be marked "Travel Time (hours)" Sacramento, Oakland, etc., to attend FTO Schools, etc., and shall be submitted to the Training Section for review.

EXAMPLE: A 40-hour school in the Bay Area as:

1. Training: 40-hours
2. Travel: 2-hours each, total 4-hours. The 4-hours are to be submitted on an overtime card as "OT."

b. Attending a 40-hour school with no travel involved would not necessitate an overtime card.

c. When attending a school of less than 40-hours in length, personnel must account for 40-hours including actual travel time. (Refer to Number 3 under "Supervisor's Responsibility" for an example.)

NOTE: In-house Wednesday training sessions are not affected by this order.

- C. Employees will receive City funds for travel, tuition, and subsistence prior to attending an assigned course. City and Department guidelines pertaining to said funds will be explained at that time.
- D. Employees attending overnight, out-of-town training are required to submit receipts for lodging and authorized incidental expenses. To allow for timely processing, these receipts should be submitted to the Personnel and Training Section immediately upon returning to regular work. In no case shall such receipts be submitted later than 5 business days after the conclusion of the school/training.
 - 1. Personnel who do not provide the necessary travel receipts will not receive credit for their training until the necessary documentation is received, and the training paperwork is finalized with the primary trainee's signature on the travel form.
- E. Upon return, all sworn and civilian personnel will be required to return a completed Stockton Police Department Course Evaluation Form and make recommendations regarding the value of sending additional personnel.
- F. An up-to-date filing of off-site courses being offered will be maintained by the Training Manager. Personnel requesting a school must do so via the chain of command.

V. **REMEDATION**

- A. Remedial training available through the Training Section shall be the responsibility of the Training Manager. Written documentation is required before such training is scheduled. Remedial training will be arranged when it is clear additional training will correct the deficiency.