

Training Policy

204.1 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.

204.2 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.

204.3 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).

204.4 PROFESSIONAL STANDARDS AND TRAINING LIEUTENANT

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

204.4.1 TRAINING RESTRICTION

The Professional Standards and Training Lieutenant 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)).

204.5 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

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204.6 TRAINING PLAN

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

- State Mandated Training
- Continuing Professional Training

204.7 TRAINING NEEDS ASSESSMENT

The Professional Standards and Training Unit will conduct an annual training-needs assessment of the Department. The needs assessment will be reviewed by Command Staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

204.8 TRAINING COMMITTEE

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

The Training Committee shall be comprised of the Professional Standards and Training Lieutenant, or his/her designee and at least two other members. The Professional Standards and Training Lieutenant will act as the chairperson. Members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Bureau of Services Captain 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 Bureau of Services Captain 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 Bureau of Services Captain. 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 Bureau of Services Captain 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.

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204.9 TRAINING PROCEDURES

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by the Professional Standards and Training Lieutenant. Excused absences from mandatory training should be limited to the following:
 - 1. Court appearances
 - 2. Scheduled vacations
 - 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 the Professional Standards and Training Unit 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 Professional Standards and Training Unit to attend the required training on an alternate date.

204.10 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) is a web-accessed system that provides training on the San Leandro 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 Professional Standards and Training Lieutenant.

Personnel assigned to participate in DTBs should only use the password and login name assigned to them by the Professional Standards and Training Lieutenant. 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.

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204.11 TRAINING PROCEDURES

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by the Professional Standards and Training Unit Lieutenant. Excused absences from mandatory training should be limited to the following:
 - (a) Court appearances
 - (b) Scheduled vacations
 - (c) Sick Leave
 - (d) Physical limitations preventing the employee's participation
 - (e) Emergency situation
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