
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 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).

204.3 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

204.4 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

204.5 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.

204.6 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

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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.

204.7 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.

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

204.8 RESCINDED POLICY

This policy rescinds San Leandro Operations Directive 85-02 and 85-05.