

## Training Policy

### 208.1 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.

### 208.2 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.

### 208.3 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).

### 208.4 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.
- (d) Ensure compliance with POST rules and regulations concerning law enforcement training.

### 208.5 TRAINING PLAN

A training plan will be developed and maintained by the Training Manager. It is the responsibility of the Training Manager to maintain, review, and update the training plan on an annual basis.

#### 208.5.1 TRAINING ATTENDANCE

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:

- (a) Court Appearances
- (b) Vacation
- (c) Sick leave

# Union City Police Department

## Union City PD Policy Manual

### *Training Policy*

---

- (d) Physical limitations preventing the employee's participation
- (e) Emergency situations

When an employee is unable to attend mandatory training, that employee shall:

- (a) Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training.
- (b) Make arrangements through his/her supervisor and the Training Manager to attend the required training on an alternate date.

#### 208.5.2 DEPARTMENT TRAINING RECORDS

The Training Manager will maintain a file containing all training records of each employee to include the following:

- (a) All training lesson plans conducted by the Union City Police Department.
- (b) Training attendance forms with the employee and the instructor's signature indicating the employee has satisfactorily completed the training.
- (c) Test and test scores of each employee who completed training, if appropriate.
- (d) An attendance roster that indicates the course name and date with employee and instructor signature.
- (e) For departmental or outside training, any certificates of completion provided to the employee.
- (f) Training records may be purged in accordance with the Departments Records Retention Procedures.

The Training Manager, or his/her designee will update records of employee training following their participation in any training program.

#### 208.5.3 TRAINING NEEDS ASSESSMENT

The Training Unit will 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 calendar year. This annual training needs assessment will be conducted by the Personnel and Training Administrator, or training domain manager (e.g., Defensive Tactics, Range Coordinator) under the direction of the Training Manager.

#### 208.5.4 BASIC ACADEMY ASSIGNMENTS

Personnel hired as a Police Trainee and assigned to attend a California P.O.S.T. certified law enforcement basic academy are referred to as "police recruits" and are not sworn peace officers. Once assigned to attend the academy, police recruits are under the direct supervision of academy staff. The Department Training Manager, or his/her designee will serve as the liaison between the Department and the Academy.

# Union City Police Department

## Union City PD Policy Manual

### *Training Policy*

---

#### **208.6 REMEDIAL TRAINING**

If assigned training is not completed satisfactorily or practical/written tests not passed, remedial training shall be given as soon as practical. Remedial training may include a Personal Improvement Program (P.I.P.), if appropriate. Remedial training should be provided until such time that the employee can satisfactorily pass the required training, or he or she has demonstrated a failure to respond to the training provided. If an employee refuses or fails to respond to remedial training, they may be subjected to the provisions of the Conduct of Standards and Performance Improvement Plans policies.

#### **208.7 DAILY TRAINING BULLETINS**

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

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

#### **208.8 OFFSITE TRAINING PAID BY THE DEPARTMENT**

An employee attending approved offsite training paid for by the Department will, upon completion of the training, submit documentation of completion of the training course to the Training Unit. The Training Manager will maintain all submitted training records in the employee's training file.

##### **208.8.1 TRAINING COSTS**

When an employee is assigned training outside the Department, pursuant to this policy, the Department will pay for approved expenses associated with the training. The Training Manager or his/ her designee is responsible for coordinating travel arrangements, training expense advances and reimbursements (if any). The Training Manager should determine if a City vehicle is to be used for travel, or if mileage reimbursement is authorized. Mileage reimbursement guidelines outlined in the City Rules and Regulations will be followed.

# Union City Police Department

## Union City PD Policy Manual

### *Training Policy*

---

#### **208.9 OFFSITE TRAINING PAID BY THE EMPLOYEE**

An employee attending departmentally approved training, paid for by the employee, may be allowed to adjust their work schedule to attend such training if the following conditions apply:

- (a) The training must be relevant to the officer's assignment and must be an approved training course.
- (b) The training course must be approved by the employee's supervisor, manager and the division commander.
- (c) The dates the employee attends the class and the dates the employee adjusts off must be in the same pay period.
- (d) No overtime is necessary to backfill for the officer attending the training.

All costs and arrangements associated with the training shall be the responsibility of the employee.

Employees may adjust up to one week (40 hours) per calendar year to attend departmentally approved training pursuant to this policy. Employees that work a 10-hour or 12.33-hour shift that attend a one week (40 hour) school will only be adjusted off for their work week, 40 hours or 36.99 hours, and shall not be compensated for the remaining hours.

Officers attending courses less than one week in duration will be adjusted hour for hour. Employees attending a course that is fewer hours than their work week will work the remaining hours on their assigned shift to complete their work week. If the employee attends a course that is on their assigned work days, but is less hours than their assigned work week, the employee may use vacation or comp time to make up their remaining hours. Or, with approval of their supervisor or manager, they may work on another shift/and or day, within the same pay period as the self-sent course, to make up for their remaining hours.

##### **208.9.1 PROCEDURE**

Once an employee receives approval from their immediate supervisor to attend training pursuant to this policy, then the employee shall complete the Personnel and Training Course Notification form. The Course Notification form shall be routed through the employee's chain of command to the employee's Division Commander.

If approved, the Division Commander will forward the Course Notification form to the Personnel and Training Unit to track and record the time the employee used during the calendar year.

Upon returning from the school, the employee shall provide a copy of any certificate received as a result of the training to the Personnel and Training Unit to be placed into the employee's training file.

#### **208.10 TRAINING COMMITTEE**

The Training Manager may establish a Training Committee, which will serve to assist with identifying training needs for the Department.

# Union City Police Department

Union City PD Policy Manual

## *Training Policy*

---

### **208.11 TRAINING MANAGER**

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

#### **208.11.1 TRAINING RESTRICTION**

The Training Manager 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)).

### **208.12 REVISIONS**

Revised: January 9, 2017

Revised: January 17, 2020

Revised: May 24, 2021

Revised: August 9, 2021

Revised: December 28, 2021