

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 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).

208.3 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
- (d) Comply with POST regulation and the law

208.4 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.

208.4.1 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
- (d) Physical limitations preventing the employee's participation
- (e) Emergency situations

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

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- (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

208.4.2 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.

208.4.3 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.

208.4.4 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.

208.5 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

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training, they may be subjected to the provisions of the Conduct of Standards and Performance Improvement Plans policies.

208.6 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 or designee. 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.

208.7 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.

208.8 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

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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 TRAINING COMMITTEE

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

208.10 REVISIONS

Revised: January 9, 2017

Revised: January 17, 2020