

Training Policy

203.1 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.

203.2 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).

203.3 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) Ensure compliance with State Training Mandates.

203.4 TRAINING PLAN

In 2018 a training plan was developed and is maintained by the Professional Services Section. It is the responsibility of the Training Officer to maintain, review, and update the training plan on an annual basis. The plan will address the following areas:

- State Mandated Training
- Essential Training
- Desired Training

203.5 TRAINING NEEDS ASSESSMENT

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

203.6 TRAINING PROCEDURES

- (a) 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:

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1. Court appearances
 2. Vacation
 3. Sick/Injury 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 his/her supervisor as soon as possible but no later than Twenty-four (24) hours prior to the start of training.
 2. Document his/her absence in a memorandum to his/her supervisor who shall forward to their Division Captain.
 3. Make arrangements through his/her supervisor and the training instructors to attend the required training on an alternate date.

203.7 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) is a web-accessed system that provides training on the Emeryville 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 Services officer upon the approval of a Division Captain or his/her designee.

Personnel assigned to participate in DTBs should only use the password and login name assigned to them by the Professional Services officer. 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.

Calls for service permitting, employees shall 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.

The Professional Services Section will prepare a report at the beginning of each month outlining the over all compliance with this policy by each employee during the previous month. Additionally the report will note any DTBs missed during the month and notify the employee's direct supervisor. The monthly report shall be forwarded to the Command Staff.

203.8 TRAINING DAY UNIFORM

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All personnel shall maintain a professional appearance when attending training both on-site and off-site. Officers may wear any of the following clothing while attending department sponsored training if training is not otherwise specified in the training notice:

- Class B uniform which is clean and professional looking
- Business casual with no baseball style caps
- Other clothing as identified by the training instructor (i.e; appropriate gym attire during defensive tactics)