

Subject: **Training**Policy#: **203.2**

Effective Since: 8-21-03

Revision Effective: 1-1-19

FTO Training Task: NA

Reference Material: NA

ILEAP Standards Covered: TRN.02.01-02.03; TRN.04.01

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PURPOSE: It is the purpose of this policy to outline the department's general training procedure.

POLICY: The ability of this agency to meet current and long-range goals and objectives in an efficient and effective manner is largely dependent upon the level of skill, knowledge and ability members bring to their individual assignments, duties, and responsibilities. Therefore, it is the policy of this law enforcement agency to provide, to the degree possible, counseling, training, and professional development opportunities and assistance to members in choosing, preparing, entering, and progressing in agency job assignments and job specialties as well as individual professional growth opportunities that will promote production, efficiency and effectiveness in job performance and improve the overall level of job satisfaction.

DEFINITIONS: none

PROCEDURE:

- A. **Basic peace officer certification course** : Prior to assignment as a police officer, the department requires certification in a basic State of Illinois peace officer training program.
- B. **Field training program** : Prior to certification for solo patrol, officers are required to successfully complete the department's field training program; see Policy 201.3.
- C. **Career counseling** offers guidance to individuals for choosing, preparing, entering, and progressing in job assignments.
 - 1. Career counseling can be provided by any supervisory officer who has completed a general or advanced supervisory training course.
 - 2. Career counseling takes place:
 - a. at annual performance appraisals
 - b. at the direction of a supervisor
 - c. at the request of an employee
 - 3. Career counseling serves to identify:
 - a. the skills, knowledge and abilities of each employee relative to present and future job assignments, including strengths and weaknesses;
 - b. in-service training needs or desires; and
 - c. the extent to which training fulfills the employee's and department's expectations and needs.
- D. **In-service training** shall be provided in order to:
 - 1. Maintain and enhance employee's skills, knowledge, and abilities needed to perform the duties and responsibilities of the assigned job and to stimulate interest or professional skills in specialized assignments; and
 - 2. Provide advanced levels of instruction for specialized assignments and enhance an employee's overall potential for upward mobility and job satisfaction.
- E. **Administration of in-service training programs and classes** , to include educational and training documentation and records, is the responsibility of each Division Commander. Organization of training assignments may be performed by a designated employee in each respective division. In-service training is provided by Mobile Training Units and other approved and properly-certified instructors. Division Commanders should evaluate the applicability and effectiveness of training.
- F. **Training Attire** : Unless otherwise indicated by the instructor or department supervisor, attire for department-assigned training classes is business casual: collar shirt and slacks.

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- G. **Training scheduling** is subject to the agreements as provided in current Union contracts.
- H. **Mandatory Training**: The department provides mandatory training as required by law, statute, City, or department policy.
- I. **Law Update Training** : The department will provide training on newly-enacted laws and revisions as soon as possible, typically in the format of roll call training and/or online law update reviews. [ILEAP TRN.02.02]
- J. **Optional Training** : The department encourages its employees to request attendance at available training classes not currently scheduled; attendance is subject to availability, funding, and scheduling requirements.
- K. **Specialized training** : Some functions within the department require specialized training either at the onset or early stages of assignment, including bicycle officer, motorcycle officer, canine officer, detective, Targeted Response Unit, Special Operations Team, or other specialized gang or drug unit.
 - 1. Training for specialized functions will include topics related to the development or enhancement of the skills, knowledge, and abilities related to the specialized position. [ILEAP TRN.02.01(a)]
 - 2. Ongoing training in specialized positions will occur through direct supervision of a training officer and/or a supervisor. [ILEAP TRN.02.01(b)]
- L. **Instructor training** : The department encourages and assigns qualified employees to attend instructor courses to obtain certification to conduct in-service training for the department and Mobile Training Unit(s).
- M. **Advanced Supervisory Training** :
 - 1. Employees first attaining a promotion or functional reassignment will receive skill development in the functions related to the promotion or reassignment. [ILEAP TRN.02.03]
 - 2. Supervisors at the rank of Sergeant or above are encouraged to attend advanced supervisory training, subject to availability, funding, and scheduling requirements.
- N. **Foreign language training** : The department recognizes the advantages of its employees being able to communicate in foreign languages and encourages its employees to participate in foreign language classes. Basic Spanish classes are provided on a regular basis at Kishwaukee College.
- O. **Continuing Education**: In addition to career counseling and in-service training, the department encourages and favorably considers an employee's efforts to continue their formal education and shall, to the degree possible, facilitate such efforts through adjustment of work schedules and related responsibilities. Employees who receive continuing education have a better opportunity to understand the community and society in which law enforcement operates, communicate more effectively with citizens, and are better equipped to employ new ideas and concepts in their work.
- P. **Educational Incentives** : The City provides reimbursement for educational costs as outlined in the current Union contract(s) and/or Personnel Manual.

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- Q. **Firearms Training**: The department provides annual and ongoing firearms training; see Policy 304.7.
- R. **Record Keeping**: Proper documentation and records shall be kept of file for all job-related training received by agency personnel, including:
1. The title of the training received.
 2. The dates and number of hours of attendance.
 3. The identification of trainers or entities presenting the course.
 4. The names of agency personnel receiving the training.
- [ILEAP TRN.04.01]
- S. **Professional Affiliations**: The department recognizes the value of participation by members in professional associations and related organizations having goals and objectives compatible with the law enforcement profession. This agency encourages officers to participate in such organizations, recognizing that they are often beneficial to the career development of the individual and the attainment of agency goals and objectives. Affiliations of this nature are of three general types:
1. Law enforcement alumni associations composed of graduates of academies or other programs such as the Federal Bureau of Investigations (FBI) National Academy, the Southern Police Institute (SPI) or the Northwestern University Center for Public Safety.
 2. Professional service associations or organizations composed of members who share common interests and goals in professional development of programs or matters that include the law enforcement profession, such as state or local training boards, planning committees, community special interest groups, etc.
 3. General law enforcement associations composed of members who are eligible to join by virtue of their law enforcement employee status such as various state and federal law enforcement officer's associations, such as the Fraternal Order of Police (FOP) and Policemen's Benevolent & Protective Association (PB&PA).
 - 4.

Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police.

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.