

DEPARTMENT GENERAL ORDER 09-14

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 06-25/06-25A
SOP 406.02.00

DATE: June 1, 2009

DEPARTMENT TRAINING: ORGANIZATION AND ADMINISTRATION

I. PURPOSE.

The department will ensure that its personnel receive appropriate training on a continuing basis to maintain and enhance job knowledge, skills and abilities; introduce new technologies, methods or equipment; and to remain current with changes in law, policy, or procedures. The establishment of a training committee, designed to function under the oversight and direction of a training coordinator, will provide a vehicle to identify departmental training needs, review current training processes, and submit periodic recommendations to the Chief of Police and the regional police academy.

II. DEFINITIONS.

Formal Training - Training received at a police academy, college, university, or other location where a structured curricula is taught by professional certified instructors.

Function - A general term for the required or expected activity of a person or organizational component, e.g. patrol function, planning function, etc.

In-Service Training - Training which is scheduled with a specific topic or subject matter as the central theme. This may be conducted either in-house or at an outside location such as a police academy, and generally does not require a graded comprehension score.

Outside Academy - A training institution independent from a police agency, such as a regional or state training academy, which provides recruit, in-service, or specialized training.

Remedial Training - Personalized training to correct a specific deficiency which is usually identified by testing or evaluation during a training process, or via supervisory evaluation during routine job performance.

Roll Call Training - Training or informational sessions of short duration administered to law enforcement officers just prior to, or after, their tour of duty.

Specialized Training - Training to enhance skills, knowledge, and abilities, taught in either recruit or other in-service programs. Specialized training may address supervisory, management, and/or executive development training, or it may encompass technical and job specific subjects such as homicide investigation, photography, interviewing techniques, etc.

III. TRAINING FUNCTION.

The training function shall be integrated with the regular duties of the Commander of the Investigations and Support Bureau and will form a major area of responsibility for the Command Officer holding the position. However, all command and supervisory personnel shall share in the responsibility to ensure subordinate personnel (both sworn and non-sworn) receive necessary training in a systematic and timely manner.

The Commander of the Investigations and Support Bureau shall serve as the department's training coordinator and will not only act as a liaison between the department and the St. Louis County and Municipal Police Academy, but provide direction and control to the departmental training committee. The training coordinator will report directly to the Chief of Police but shall also remain readily available to the various members of the training committee to provide guidance and/or issue directions. Specific tasks of the training coordinator shall be:

- 1). Remain abreast of educational opportunities offered by local educational facilities and police academies.
- 2). Review of educational/course offerings and the distribution of same to various departmental bureaus and divisions.
- 3). Schedule training assignments and initiate appropriate personnel notifications.
- 4). Verification of employee attendance at training sessions as necessary.

- 5). Maintain training records.
- 6). Coordinate the temporary assignment of department personnel as training instructors.
- 7). Chair training committee meetings.
- 8). Review internal training programs/processes.
- 9). Review annual training survey and compile a comprehensive training report to be submitted to the Chief of Police in January of each calendar year.

A. Goals of Training Program

Specific goals of the departmental training program are identified as follows:

- 1). Reduce civil liability to the department and its personnel.
- 2). Provide job related and personal development training to all department employees.
- 3). To promote increased employee productivity and effectiveness.
- 4). To foster cooperation and unity of purpose through common training.
- 5). Provide a base of knowledge for promotional consideration.
- 6). Improve employee job satisfaction.

IV. TRAINING COMMITTEE.

The membership of the training committee shall consist of a committee chairman, in the person of the Commander of the Investigations and Support Bureau, and a minimum of one representative from each platoon and division contained within the department. The training committee will meet on a periodic basis as established by the chairman.

A. Committee Selection/Replacement Process

With the exception of the training committee chairman, members of the committee shall generally be selected on a voluntary basis. The term of office will be a minimum of one calendar year from the date of selection and may be extended at the request of the individual member. However, the committee chairman may recommend to the Chief of Police that an employee be removed

for cause prior to completion of a full term of service, or to be barred from a second term of office.

Committee replacements shall be obtained by soliciting volunteer participation in the same manner as was utilized to select the original group of members.

B. Authority and Responsibilities of Training Committee

The training committee, acting under the direction and control of the training coordinator, shall be responsible to conduct an annual survey of training needs; assist with the prioritization of outstanding needs; identify potential training sources and related costs; and provide assistance in the development and implementation of internal training programs as necessary.

The chairman of the committee shall submit recommendations to the Director of the St. Louis County and Municipal Police Academy and the Chief of Police in regard to the fulfillment of outstanding training needs. Should specific training be unavailable through established academy programs, the Chief of Police shall determine if adequate funding exists to secure or implement recommended training programs and will approve or deny same based on budgetary considerations and the counsel of his senior commanders.

1). Training Survey

On an annual basis, the members of the training committee shall (with the assistance of appropriate supervisory personnel) survey the members of their respective divisions/units in regard to outstanding training needs. Completed survey forms will then be forwarded to the committee chairman who shall tabulate the findings, and in conjunction with the other committee members, prioritize identified training needs.

A report, encompassing both outstanding training issues and the amounts and types of training received by department personnel during the preceding year, shall then be prepared and submitted to the Chief of Police.

C. Relationship to Training Function

The training committee will serve to augment the training function in identifying outstanding training needs, potential sources to meet those needs, and providing such assistance as is necessary in the development and implementation of internal training programs.

V. TYPES OF TRAINING.

A. Mandatory Training

Training which is mandated by statute, R.E.J.I.S. or the Police Officer Standards and Training (P.O.S.T.) Commission for continuing education. Annual re-qualification in firearms proficiency, to include a review of the department's "Use of Force" policy; First Responder Retraining; the forty-eight (48) hour P.O.S.T. training requirement for sworn personnel; and a comprehensive review of department policies and procedures are all examples of mandatory training which must be complied with during the allotted time period(s).

B. Roll Call Training

Conducted primarily by first-line supervisors, roll call training will address new legislation affecting law enforcement, departmental orders, and topics of general interest to sworn employees regarding safety, crime trends, or other police related issues. The most appropriate media (printed matter, video, verbal presentation, etc.) will be used to provide this training.

Platoon and Division Commanders will provide general guidance to their supervisors in regard to topic areas to be covered at roll call training sessions; however, it shall be the supervisor's responsibility to develop a plan on how such information will be presented.

C. Training in Department Policy/Procedures

Employees-in-training will be trained in department policies and procedures, along with City personnel policies, rules, and regulations as an integral part of their field and/or introductory training. Regular sworn and non-sworn employees shall be updated on new or revised department policies and procedures during roll call or other briefing sessions.

D. Specialized Training

Training required to expand an employee's knowledge base to prepare them to effectively function in a new assignment or task. Newly promoted supervisors and commanders will receive instruction on management and leadership skills, supervision, performance evaluation, and administration. Employees reassigned to another departmental component or whom are granted additional responsibility (Detective, Field Investigator, Field Training Officer, Armorer, etc.) will receive formal technical training and supervised on-the-job instruction pertinent to the administrative and functional components of their new position.

E. Skills Development Training

Training required to upgrade individual proficiency levels due to the introduction of new equipment, technology, and/or technical requirements.

F. Career Development Training

Employees shall be encouraged to take advantage of those educational opportunities suitable to further their career and personal interests. Supervisors and commanders will attempt to accommodate requests to attend training sessions at P.O.S.T. certified providers with a view to maintain the level of professionalism within the department, and the development of a trained, motivated cadre of personnel capable of assuming supervisory and command rank positions in future years.

As no one commander is responsible for the conduct of a career development program, individual supervisors and commanders will obtain such training in inter-personal relations, skill assessment, etc. to assist in this undertaking as is available and necessary. The City Personnel Department will also be consulted in regard to outside educational opportunities, available resources and incentives as specific situations require.

G. Civilian Employee Training

Non-sworn civilian employees shall receive both introductory training and in-service training as required to maintain job proficiency levels and obtain such technical certification as may be mandated by statute or regulation.

1). Introductory Training

The employee's immediate supervisor or a training person shall provide all newly hired civilian staff members with a basic orientation session to address the following areas:

- a. The department's role, purpose, policies, and procedures.
- b. Working conditions and regulations.
- c. Employee responsibilities and rights.

However, as each new department employee shall be issued a copy of the department's policy and procedure manual, which covers the above issues in depth, the employee will also be directed to read through same at the earliest possible opportunity.

2). In-Service Training

Periodic refresher training shall be scheduled for civilian employees to update skills, review new policies and procedures, legislation, and technical changes. Such training may be provided by the police academy, other law enforcement agencies, private organizations, colleges and universities, hired consultants, and/or the department staff.

Civilian employees in the following job functions will receive training as follows; however, the delivery of such training shall be contingent upon available time and personnel.

- a. Accreditation Manager
 1. CALEA Accreditation Training.
 2. Emergency Management.
 3. Grant Management.
 4. Other Specialized Training.

- b. Administrative Secretary
 1. R.E.J.I.S.
 2. CARE/MARS Computer Entries
 3. Phone demeanor and Customer Service.
 4. Accounting and Finance Related Bookkeeping.
 5. Records and Document Management.
 6. General Secretarial Duties.

- c. Data Analyst
 1. R.E.J.I.S.
 2. CARE Computer Entries.
 3. Records Management and Filing.
 4. Report/Document Processing.
 5. Data, Statistics, and Crime Analysis.
 6. Phone Demeanor and Customer Service.

- d. Parking Control Personnel
 1. Driver's Training and Equipment Familiarization.
 2. Traffic Control and Direction.
 3. Safety.
 4. Parking Regulations.

H. Remedial Training

Training assigned to an employee by a supervisor or commander to correct a deficiency identified in the employee's job performance and/or knowledge. Failure to attend scheduled remedial training, or unsuccessful performance at same, may result in further disciplinary action in accordance with the guidelines established in the General Order that addresses "Administration of Discipline."

I. Accreditation Training

Training conducted to apprise newly hired and current department employees of the history, benefits, and procedural requirements of the CALEA accreditation process. Information may be presented in either verbal or written form and shall be periodically distributed to department employees during the self-assessment phase of accreditation, and again just prior to those on-site evaluations conducted by CALEA personnel.

J. Field Training

A formal six to eight week training course designed to provide a comprehensive learning and evaluation period for newly hired sworn employees. Intended to form a transitional period between academy training and the employee being released to function independently, this training shall be administered by a Field Training Officer, with periodic reports on the employee's progress documented and submitted upward through the chain of command.

K. Instructor Training

Training provided to department employees to obtain the necessary licensing, certification, or skill levels required for the employee to develop lesson plans, a course of instruction, and testing procedures suitable to meet established educational and liability requirements.

L. Emergency Operations Training

Documented training that will focus on the City's Emergency Operations Plan, Incident Command System (ICS) and the National Incident Management System (NIMS). Such training will be conducted on an annual basis and be directed toward all department employees. The training may take various forms ranging from a review of established department policies and procedures to participating in emergency exercises of varying types and degrees of sophistication.

VI. ATTENDANCE REQUIREMENTS.

Employees attending POST approved continuing education training at the St. Louis County and Municipal Police Academy are subject to the attendance requirements of the POST Commission.

Employees attending initial or continuing educational training at a provider other than the St. Louis County and Municipal Police Academy shall comply with the provider's attendance requirements.

Should a department member be unable to attend a scheduled training session, the employee shall notify their supervisor or commander at the earliest possible date so that an alternate may be assigned to fill the training slot or the training class rescheduled. This information shall be subsequently forwarded to the training coordinator.

VII. REIMBURSEMENT OF TRAINING EXPENSES.

The City of Clayton authorizes tuition assistance for employees engaged in college level educational pursuits. Administrative requirements and limitations of the program are outlined in the City's tuition assistance policy.

Department members attending training programs located at, or sponsored by the St. Louis County and Municipal Police Academy shall incur no cost to themselves for the training as such expenses are pre-paid by the department via contract. Should an instance arise where a supplemental fee may be involved with such training, that too shall be covered by the department.

Department members attending training programs at locations other than the police academy, which are authorized in advance by the Chief of Police, shall incur no cost to themselves for expenses directly related to the training. Registration expenses shall generally be pre-paid via City check. Should a training program require travel and/or lodging outside of the metropolitan area, the employee will initially be required to pay such expenses on their own. During their attendance at these type programs, employees shall obtain receipts for all pertinent expenditures, and upon their return to the City, submit the receipts along with a completed Travel Request and Expense Report to the Office of the Chief of Police. The items will then be forwarded to the City Finance Department for reimbursement.

Employees who attend training programs in the metropolitan area shall be financially responsible to provide for their meals.

Employees who attend training programs outside of the metropolitan area shall initially be responsible for meal expenses, but may submit the costs for reimbursement upon their return to the City.

A department vehicle will generally be made available for transportation purposes. Should a personal vehicle be utilized, mileage costs shall be reimbursed at the rate established by the city personnel office.

VIII. OVERTIME COMPENSATION FOR TRAINING.

Department employees are eligible to receive overtime compensation for any training that exceeds the provisions of the Fair Labor Standards Act, 29 U.S.C. 201 et seq and its implementing regulations. Should this be the case, the employee shall be compensated at time-and-one-half for all hours worked in excess of the statutory hours in one work week (or one work period) consistent with the provisions of federal law. Employees shall have the option to select either overtime pay or compensatory time. However, employees shall generally be limited to the accrual of a maximum of forty (40) hours compensatory time. Once such a plateau has been reached, unless specific approval has been granted by the Chief of Police or Bureau Commander to exceed the limit, the employee shall be required to receive overtime compensation in the form of pay. To file a request for training related overtime employees shall complete an overtime compensation form and submit same to their immediate supervisor.

Exempt employees shall not receive overtime pay or compensatory time for training related assignments that exceed their regularly scheduled duty hours. They may however, at the department head's discretion, arrange for "Administrative Leave" to compensate them for overtime accrued during training. Such time off will not be required to be on a time-and-a-half or straight time basis.

IX. TRAINING RECORDS.

Upon the successful completion of a training class or seminar, employees shall be required to present a copy of any award, certificate, or diploma to their supervisor. Once this has taken place, the supervisor shall enter the employee's name, D.S.N., course title, instructor's name, the length of the training, the location of the training, and the P.O.S.T. classification (legal, technical, interpersonal, or skill development), if appropriate, onto a training form which shall then be forwarded to the Commander of the Investigations and Support Bureau along with the copy of the training certificate. The Bureau Commander shall then update departmental training records with all pertinent information and subsequently place the training certificate into the employee's personnel file.

Employees who complete a college level course or degree program shall submit a semester grade report or diploma in the same manner as other training records.

In the event where some "unclassified" training has been received, where no certificate of training is issued (First Responder, Alzheimer's, etc.), the employee's supervisor will enter the appropriate information onto a training form and same shall be processed as if a certificate had been presented.

Division and Platoon Commanders shall obtain a record of the training their subordinate employees receive during each calendar month and list same in the monthly summary reports which are submitted to their Bureau Commanders. Data from each of these reports shall be collated with that submitted by other units and forwarded to the Chief of Police.

A. Release of Training Records

The Chief of Police or the Commander of Investigations and Support Bureau shall have the authority to release training records. However, prior to the release of such files, the City Personnel Department and/or the City Attorney should be consulted as to any legal requirements or restrictions governing same.

Requests for court-ordered disclosure of training records shall be referred to the Chief of Police.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

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