

Training

304.1 PURPOSE AND SCOPE

Best Practice MODIFIED

It is the policy of this department to administer a training program that will meet the standards of POST continuing education and provide for the professional growth and continued development of its personnel. By doing so, the Department seeks to ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the public.

304.2 PHILOSOPHY

Agency Content

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 reasonably possible, the Department will use courses certified by the Minnesota Board of Peace Officer Standards and Training (POST) or other regulatory or nationally recognized entities.

304.3 OBJECTIVES

Discretionary MODIFIED

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 Department personnel.
- (c) Provide for continued professional development of Department personnel.
- (d) Ensure compliance with POST rules and regulations concerning law enforcement training.

304.4 TRAINING PLAN

Best Practice MODIFIED

It is the responsibility of the Training Sergeant, Use of Force Sergeant and Division Commander to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and Department-required training is completed by all employees. The plan shall include a systematic and detailed method for recording and logging of all training for all personnel.

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Sergeant, Use of Force Sergeant and Division Commander shall review the entire training plan on an annual basis. The plan will include information on curriculum, training material, training facilities, course and employee scheduling. The plan will address State

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required minimum mandated training for licensing of peace officers or hiring of non-licensed employees. The plan will also include training for volunteers that is determined to be relevant and helpful to their actions as volunteers for the Department.

The Training Sergeant and Use of Force Sergeant are responsible for ensuring members of the Department have been trained as required.

304.4.1 STATE MANDATED TRAINING

State MODIFIED

State training requirements include, but are not limited to, 48 hours of POST-approved law enforcement related courses every three years.

304.4.2 TRAINING PROCEDURES

Agency Content

All employees assigned to attend training shall attend as scheduled unless previously excused by the Administrative or Training Sergeant. Excused absences from mandatory training should be limited to court appearances, first choice vacation, sick leave, physical limitations preventing the employee's participation, and emergency situations.

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

- (a) Notify his/her supervisor as soon as possible prior to the start of training.
- (b) Make arrangements through the Administrative or Training Sergeant to attend the required training on an alternate date.

304.4.3 TRAINING RESTRICTION

State MODIFIED

The Training Sergeant shall ensure that a training program does not include any training on the detection of or use of the term "excited delirium" (Minn. Stat. § 626.8437).

304.5 TRAINING REVIEW

Best Practice MODIFIED

The Training Sergeant and Use of Force Sergeant will meet on a regular basis to review certain incidents and identify training needs for the Department. Specific incidents to be reviewed include, but are not limited to:

- (a) Any incident involving the death or serious injury of an employee.
- (b) Incidents involving a high risk of death, serious injury or civil liability.
- (c) Incidents identified by a supervisor as appropriate to review to identify possible training needs.

304.6 TRAINING RECORDS

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The Administrative Sergeant is responsible for the creation, filing and storage of all training records in compliance with POST standards. Training records shall be retained as long as the employee's personnel file is retained.

304.7 REPORTING TRAINING TO POST

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The POST Board distributes license renewals directly to licensed peace officers and requires the licensee to report completed continuing education courses from the previous license period. Officers are responsible for responding to these requests in a timely manner and otherwise maintaining their licensed status.

304.8 DAILY TRAINING BULLETINS

Best Practice MODIFIED

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Burnsville Police Department policy manual and other important topics. Generally, 10 training bulletins are published each month. However, the number of DTBs may be adjusted.

Members assigned to participate in DTBs shall only use login credentials assigned to them. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session, members should logoff 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 bundle by the end of the month that they were released in. 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.

304.9 LESSON PLANS

Agency Content

Lesson plans should be prepared for training courses conducted by this Department. Additionally, lesson plans will be obtained and maintained by the Training Sergeant for all courses routinely provided to Department members by academies or other agencies. Lesson plans should ensure the training subject is addressed accurately and completely and is properly sequenced with other training materials, when applicable. Moreover, lesson plans should establish the purpose of the instruction and set forth the performance objectives. Training administered by this agency for POST continuing education credits will have a lesson plan submitted to the Training Sergeant prior to the training date.

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The Training Sergeant and Use of Force Sergeant will review and approve submitted lesson plans for completeness. If the training is intended to qualify for POST continuing education credit, the Training Sergeant will submit the lesson plan to the POST Board for consideration/approval pursuant to Minnesota Rules (Chapter 6700).

Lesson plans will include the name of the course, course length, preparing instructor's name, type of presentation, date of presentation, target group, instructional goal and objectives, and test items. Testing results will be maintained by the Administrative Sergeant.

304.10 TRAINING FOR INSTRUCTORS

Agency Content

All Department instructors, including Field Training Officers, will receive instructor training in their applicable specialty through a certified training program to include as a minimum lesson plan development, performance objectives, instructional techniques, learning theories, testing/evaluation techniques, and resource availability and use. The Division Commander and Training Sergeant are responsible for ensuring that instructors receive the required training.

304.11 ROLL CALL TRAINING

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Roll call training supplements other training programs by keeping officers current on law enforcement topics between formal training sessions. All Department members are encouraged to seek out and develop appropriate roll call training topics. Planning for roll call training is the joint responsibility of the Training Sergeant and Leadership Group. A presentation may be developed in response to a training need identified by a supervisor or as part of a more formal program of topics designed to meet specific organizational needs. Personnel eligible to conduct roll call training should be recognized experts in their subject matter. Any Police employee with an interest in a desired training need may implement roll call training with approval from a Sergeant.

Scheduling of roll call training will be the responsibility of the Watch Commander, in coordination with the Training Sergeant. Roll call training should take no more than 20 minutes and should be scheduled when call and activity load is at a minimum. Normally, roll call training will be held at the beginning of a shift. Periodically, training may become available requiring more time than ordinarily available at roll call. For those situations, and with Division Commander approval, the Training Sergeant or Watch Commander will schedule a specific time period prior to the start of a shift that permits an undisturbed training period. Compensation will be in accordance with applicable agreements. Evaluation of roll call training will be on going. This feedback will be utilized by the Training Sergeant for modification and improvement of the events.

304.12 ADVANCED TRAINING

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Advanced training is designed to improve the professional competence of personnel with demonstrated leadership ability. It is given in consideration of present and future assignments. The Leadership Group will identify appropriate courses for Sergeants, emphasizing the supervisory

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demands of the Sergeant position. These courses should include developing interpersonal skills, career counseling, team building and basic personnel management concepts.

Division Commanders and above will attend Department-approved courses in management and administration of law enforcement agencies. In addition to required advanced training, command-level personnel may be selected to attend further advanced training (e.g., FBI National Academy).

Criteria for selecting personnel for advanced coursework include assignment to specialty areas, supervisory or management level responsibilities, demonstrated leadership characteristics, commitment to educational growth away from the workplace, or dedication to law enforcement principles. Personnel completing advanced training will be considered eligible for assignment to any Department position of similar rank.

304.13 REMEDIAL TRAINING

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Remedial training is designed to correct deficiencies in skills, knowledge and abilities necessary to perform the responsibilities of various assignments. Any time a Department member's immediate supervisor believes that remedial training is required, the supervisor will specify in writing why the training is required and what training may be appropriate. This recommendation will be submitted to the Training Sergeant and Division Commander.

If the deficiency is organizational and correctable through training, the Training Sergeant will devise an approved training solution within 30 days. If the deficiency is strictly individual in nature, the immediate supervisor will devise a training solution within 10 workdays or enroll the employee in the next available appropriate course. Attendance is mandatory for assigned remedial training. The Chief of Police, or designee, will give final approval for all remedial training assignments. A recommendation for remedial training should be made for any employee, regardless of length of service, displaying a pattern of work deficiency uncorrected through normal supervisory instruction.

304.14 TRAINING FOR CIVILIAN PERSONNEL

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All newly appointed civilian employees will receive orientation on the Department's role, purpose, goals, policies and procedures, working conditions, responsibilities, employee rights, and review the City employee handbook provided by the Human Resources Department. Additional training will be provided to obtain required State certifications and other required training as deemed appropriate to the civilian employee's job function, to include hazardous materials awareness, infectious disease control training, etc. All civilian employees and volunteers should be given the opportunity to attend annual training designed to update skills, knowledge and abilities required in each position and job responsibility.

304.15 CLASSROOM DISCRIMINATION

Discretionary MODIFIED

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The Training Sergeant shall ensure that procedures for the investigation and resolution of allegations of classroom discrimination are developed and implemented, and include the required elements (Minn. R. 6700.0900; Minn. R. 6700.0902).