

# BERKELEY POLICE DEPARTMENT

DATE ISSUED: September 16, 2004

GENERAL ORDER T-7

SUBJECT: TRAINING POLICY

## PURPOSE

- 1 - The purpose of this training policy is to define roles and responsibilities in the Departmental Training Program and to set up guidelines within which mandated and professional development training are to be accomplished, **monitored and compensated**.

## POLICY

- 2 - It shall be the policy of this Department to make available to its employees mandated training, safety training, and professional development training. It is the responsibility of each supervisor to insure that employees under his/her direction attend Departmental training as scheduled.

## PROCEDURES

- 3 - The Training Sergeant shall be assigned to the Administrative Division, Personnel and Training Bureau, under the immediate supervision of the Administrative **Division Lieutenant**. However, he/she may be required to report directly to the **Administrative Captain** or Chief of Police on training or administrative matters, as necessary.
- 4 - **The Training Manager shall be assigned to the Administrative Division, Personnel and Training Bureau, under the immediate supervision of the Training Sergeant. The Training Manager will work with the Training Sergeant in the coordination of Departmental training.**

## TRAINING SERGEANT RESPONSIBILITIES

- 5 - The Training Sergeant shall be responsible for coordination of all training activities related to operational needs of the Department.
- 6 - The Training Sergeant shall be responsible for seeing that training needs are carried out according to the priorities specified in paragraph 10 of this Order.
- 7 - The Administrative Captain or his/her designee may act as the Department's Information Liaison Officer when requested through appropriate channels by any City official, governmental body, or court for an explanation of the training provided by the Department covering a specified situation.
- 8 - The Administrative Captain or his/her designee shall attend designated Department Staff meetings to discuss training matters as necessary and at the request of the Police Chief shall attend Staff critiques, Boards of Review, or any disciplinary hearing wherein training is a factor.

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### TRAINING SERGEANT DUTIES

- 9 - The Training Sergeant shall be responsible for management of the Departmental training function, including but not limited to the following:
- (a) Identifying training needs.
  - (b) Planning and development of training programs.
  - (c) Scheduling, coordination, and evaluation of in-house and outside training programs.
  - (d) Notifying personnel of required training and that training which is available to Department personnel.
  - (e) Maintaining Departmental training materials.
  - (f) Monitoring to ensure that required training programs are attended.
  - (g) Reviewing for content all training materials prior to Departmental distribution.
  - (h) Implementing training programs.
  - (i) Conducting training in areas of his/her own expertise.
  - (j) Developing and maintaining roll call training programs.
  - (k) Selecting instructors.
  - (l) Maintaining training records.
  - (m) Evaluating training programs.
  - (n) Developing and maintaining the training budget.
  - (o) Participating in local and regional training associations.
  - (p) Reviewing and approving lesson plans for Department in-service training programs.
- (1) All in-service training programs must provide the Training Sergeant a detailed outline, which describes the lesson plan prior to actual training. The lesson plan should include:**
- i. Guidelines and format for lesson plan development,**
  - ii. A statement of performance and job related objectives and,**

\*Highlighted text is new.

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iii. The content of the training and specification of the appropriate instructional techniques.

- (1) After review by the Training Sergeant, the lesson plan is submitted for approval by the Chief of Police via Chain of Command.
- (q) Inclusion of community engagement, problem solving and quality of service in training.
- (r) Implementing Departmental-wide CIP training on a regular basis.

### TRAINING GOALS AND PRIORITIES

- 10 - Training goals are: (1) to improve law enforcement service to the community, (2) to increase the effectiveness of individual personnel, and (3) to provide for career development of Department personnel. Training goals will be accomplished in accordance with the following list of priorities:
- (a) Statutory mandates.
  - (b) POST requirements.
  - (c) Standards and Training for Corrections (STC) requirements
  - (d) Safety training.
  - (e) Job-specific training.
  - (f) All other Department needs.
  - (g) Professional development training.

### TRAINING NEEDS ASSESSMENT

- 12 - The Training Sergeant and the Training Manager shall meet individually with the Division Commanders annually to assess training needs for their Divisions and to plan future training programs.
- 13 - Each Division Commander shall be responsible for analyzing and preparing a comprehensive list of training needs within his/her Division. These training needs shall be provided to the Training Sergeant at the **beginning of each timesheet.**

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### TRAINING AUTHORIZATION

- 14 - All training needs to be approved first through the appropriate staffing Lieutenant.
- 15 - Those assigned to attend this training during their regular duty shift shall attend in an on-duty status. Those assigned to training not during their regular duty shift shall voluntarily flex their schedule in order to attend in an on-duty status. Employees shall not “flex” or adjust their schedule in order to attend training and receive either paid overtime or compensatory time.
- 16 - All outside training requests shall be approved by the designated employee’s Division Commander.

### EMPLOYEE RESPONSIBILITY

- 17 - Personnel of any classification may be required to attend assigned training.
- 18 - All employees are expected to achieve and maintain levels of work proficiency as established by the Chief of Police. Employees who fail to achieve or maintain a level of proficiency as established will be required to achieve or regain such level within a period of time and under conditions as determined by the Chief of Police.
- 19 - All employees shall be expected to perform their job functions in the manner in which they were trained.
- 20 - Employees shall maintain all Training Manuals and Training and Information Bulletins supplied by the Berkeley Police Department.
- 21 - Employees receiving training circulars or announcements from outside contacts shall route a copy of the material to the Training Manager for inclusion in the master training schools file.
- 22 - Employees shall give particular attention to the safety needs of all personnel and shall bring any safety-related error found in procedures or training to the attention of their supervisor for appropriate action.
- 23 - Employees who exhibit unsafe tactical field procedures shall be interviewed by their supervisor, who shall make a determination as to whether or not an update in safety training is in order. If the supervisor is unable to provide such training, with the permission of the Division Commander, he/she shall contact the Training Sergeant for advice on how best to proceed.

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- 24 - Any employee attending a newly developed outside training course may be required to provide the Training Sergeant with copies of all instructional material, a written synopsis of the course, a course evaluation and recommendation for future employee assignments to it.
- 25 - **When an employee is assigned to a departmental training, a Departmental Order will be issued as soon as possible prior to the training date. The order directs the employee to attend the assigned training. Should there be a scheduling conflict, the employee is to notify their immediate supervisor and contact the Training Sergeant as soon as possible in order to reschedule the training date.**

### TRAINING TIME CREDIT RECORD, EVALUATION FORM, AND EXPENSE ACCOUNT

- 26 - All employees attending Department sponsored training, either inside or outside, shall complete and submit a Training Time Credit Record form, course evaluation form and expense account to the Personnel and Training Bureau within five (5) days of the completion of training.
- (a) The Training Sergeant shall be responsible for examining the Training Time Credit Record form for accuracy and shall route the forms:
- (1) Through the chain of command for review and approval if compensation is sought (e.g., paid overtime, compensatory time); and
  - (2) A copy shall be maintained in the employee's training file.
- (b) The Training Sergeant shall route the expense account form to the Personnel and Training Assistant Management Analyst for reimbursement per Administrative Regulation 3.4, and P.O.S.T. requirements.
- (c) The Training Sergeant shall review the Course Evaluation Form to insure that the course met Department standards (e.g., quality instruction, satisfactory facilities, etc.).

References: City of Berkeley Administrative Regulation 3.4  
TR-282  
General Orders C-46 and P-28