

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

Training objectives include:

- (a) Enhancing the level of law enforcement service to the public
- (b) Increasing the technical expertise and overall effectiveness of our personnel
- (c) Providing for continued professional development of department personnel

203.4 TRAINING PLAN

A training plan will be developed and maintained by the Training Officer and Sergeant. It is the responsibility of the Training Officer and Sergeant to maintain, review and update the training plan on an annual basis.

203.4 TRAINING SERGEANT

The Training Sergeant shall be assigned to the Professional Standards Division's Personnel and Training Bureau, under the immediate supervision of the Personnel and Training Bureau Lieutenant. However, he/she may be required to report directly to the Professional Standards Division Captain or Chief of Police on training or administrative matters, as necessary. The Training Sergeant shall supervise the Training Officer.

203.5 TRAINING OFFICER

The Training Officer shall be assigned to the Professional Standards Division, Personnel and Training Bureau, under the immediate supervision of the Training Sergeant. The Training Officer will work with the Training Sergeant in the coordination of departmental training.

The Training Officer shall be responsible for management of departmental training, including but not limited to the following:

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- (a) Identifying training needs.
- (b) Scheduling, coordinating, and evaluating in-house and outside training programs.
- (c) Notifying personnel of required and available training.
- (d) Maintaining departmental training materials.
- (e) Monitoring training attendance and maintaining attendance records.
- (f) Implementing training programs.
- (g) Developing and maintaining roll call training programs.
- (h) Evaluating training programs.
- (i) Participating in local and regional training associations.
- (j) Reviewing lesson plans for department in-service training programs.
- (k) Including community engagement and quality of service in training.
- (l) Implementing department-wide Continuing Professional Training (CPT) on a regular basis.

203.7 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:
 - 1. Court appearances
 - 2. Scheduled vacation
 - 3. Sick leave
 - 4. Physical limitations preventing the employee's participation
 - 5. Emergency situations
 - 6. Time constraints involving an ongoing investigation (with supervisor approval)
- (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 one hour prior to the start of training and;
 - 2. Make arrangements through his/her supervisor and the Training Officer or Sergeant to attend the required training on an alternate date.

203.8 TRAINING AUTHORIZATION

Those assigned to attend training during their regular duty shift shall attend in an on-duty status. Those assigned to training not during their regular duty shift shall flex their schedule in order to attend in an on-duty status. Unless authorized, employees shall not flex or adjust their schedule in order to receive overtime or compensatory time for attending training.

All outside training requests shall be approved by the employee's division captain.

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203.9 EMPLOYEE RESPONSIBILITY

Personnel of any classification may be required to attend assigned training.

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.

All employees shall be expected to perform their job functions in the manner in which they were trained.

Employees shall give particular attention to the safety needs of all personnel and shall bring any safety-related errors found in procedures or training to the attention of their supervisor for appropriate action.

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 training is in order. If the supervisor is unable to provide such training he/she shall, with the permission of the division captain, contact the Training Sergeant for advice on how best to proceed.

When an employee is assigned to training, a Departmental Training Order directing the employee to attend will be issued as soon as possible.

203.10 TRAINING TIME CREDIT RECORD AND EXPENSE ACCOUNT

All employees attending outside department sponsored training, shall complete and submit a [Training Time Credit Report](#), [Statement of Expense Form](#) and/or a [Mileage Reimbursement Form](#) and any received certificates to the Personnel and Training Bureau within five days of the completion of training. The Training Sergeant shall route the forms to the Personnel and Training Bureau's Assistant Management Analyst (AMA) to log the training credit and, if applicable, reimburse the employee, per COB Administrative Regulation 3.4 and POST requirements.

Attachments

Credit Record.pdf

TRAINING TIME CREDIT REPORT

Name: _____ to _____
(last) (initials) (badge#) (rank) (div/team) (reg duty hours) (days off)

Student/ Instructor (circle one) Course Title: _____ T.O. # _____

Date(s) of Attendance: _____ Instructor Initials: _____

Times attended: _____ to _____ Training Sergeant: _____

Total hours: _____ (On-duty _____ Off-duty _____) Division Commander: _____

Prefer: Time/ \$\$\$ (Training is for comp time unless 1- comp balance is at max, 2- Instructor option, 3- prior approval)
(circle one)

Attendee Signature _____ Date _____ Time _____

Off- Duty Time Credited

Budget Code: 1312
Activity Code: 7003 (7202 if CMT)

Total Hours OT: _____

Project Code: _____

Time / \$\$\$ (circle one)

(HNT=XX3069) (DT=XX8P16) (RANGE=XX8P15)
(CMT=XX3910) (NEW WORLD=06PSTS)

Credited: _____
(Admin – Accounting)

APPROVED BY: _____

COB Statement of Expense.pdf

Mileage Reimbursement.pdf

