

 ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 20.01 -		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 10
ORDER TITLE TRAINING	SERIES NO. 20	SERIES TITLE / SUBJECT PERSONNEL PROCESS	
TOPICS / REFERENCE In-Service Training, Roll Call Training, Training		APPENDICES None	
EFFECTIVE / ORIGINAL ISSUE DATE October 24, 2005	REISSUE/ EFFECTIVE DATE February 21, 2010	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA (5th Edition Standards) 1.1.2 • 1.1.4 • 1.2.7 • 1.2.9 • 1.3.81 • 1.3.10 • 1.3.11 • 1.3.12 • 1.3.13 • 26.1.4 • 26.1.5 • 33.1.1 • 33.1.2 • 33.1.3 • 33.1.4 • 33.1.5 • 33.1.6 • 33.1.7 • 33.3.1 • 33.5.1 • 33.5.2 • 33.6.1 • 34.1.7 • 35.1.1 • 35.1.7 • 41.1.3 • 41.1.4 • 41.2.2 • 41.2.3 • 41.2.7 • 46.1.9 • 46.3.4 • 52.2.8 • 61.1.7 • 61.1.9 • 61.1.10 • 61.2.3 • 71.2.1 • 83.2.2 • 83.2.4 • 83.2.5 • 83.2.7 • 84.1.4			

POLICY

It is the policy of the Rockford Police Department to establish and maintain the basic and advanced training needs of the Department and its personnel.

PURPOSE

The purpose of this General Order is to establish and maintain a comprehensive training program to ensure that Department personnel remain abreast of current trends in law enforcement procedures, change in laws, and Department policies.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is comprised of the following numbered sections.

- I. OVERVIEW OF TRAINING PROGRAMS
- II. RESPONSIBILITIES OF THE TRAINING AND PERSONNEL UNIT SUPERVISOR
- III. TRAINING COMMITTEE
- IV. ATTENDANCE AND RECORD MAINTENANCE
- V. REMEDIAL TRAINING
- VI. LESSON PLANS AND TESTING
- VII. STAFF AND INSTRUCTORS
- VIII. IN-SERVICE AND ROLL CALL TRAINING
- IX. SPECIALIZED TRAINING
- X. CIVILIAN EMPLOYEE TRAINING
- XI. ACCREDITATION FAMILIARIZATION
- XII. EFFECTIVE DATE
- XIII. REVIEWS, REVISIONS AND CANCELLATIONS

I. OVERVIEW OF TRAINING PROGRAMS

- A.** The Department's training program will encompass the following:
1. Recruit training.
 2. In-service training.
 3. Roll call training.
 4. Advanced and specialized training.
 5. Instructor training.
 6. Field Training Officer Program training.
 7. Identifying public and private organizations and resources available to supplement the training needs of the Department.

II. RESPONSIBILITIES OF THE TRAINING AND PERSONNEL UNIT SUPERVISOR

- A.** It will be the responsibility of the Training and Personnel Unit Supervisor to coordinate and administer the Department's training programs. The duties associated with training will include the following:
1. Plan, develop, and implement training programs.
 2. Serve as liaison to the certified basic law enforcement-training academy.
 3. Notification of available training programs.
 4. Provided annual budget requests
 5. Maintain training records.
 6. Maintain training attendance records.
 7. Prepare evaluations of training programs and submit an annual report for inclusion with the Department year-end report.
 8. Supervision of instructors.
 9. Schedule instructors from outside resources, both public and private, offering services beneficial to training goals.
 10. Assist in the formulation of civilian employee police related training specific to the needs of the Department (Other civilian employee training may be conducted by the City of Rockford Personnel Department).
 11. Assume the responsibilities as Rangemaster for the Department's firearms program, to include administration of range operations and maintenance.
 12. Assist the Field Training Coordinator with review of probationer evaluations and provide assistance with the Field Training Officer Program as needed.

III. TRAINING COMMITTEE

- A.** The Department Training Committee, consisting of sworn and non-sworn members, shall be formed for the purpose of:

1. Identifying the training needs within the Department and assisting in developing programs to meet those needs.
 2. Developing the Departments training plan.
- B.** The committee shall consist of no less than six members. The Supervisor of the Training and Personnel Unit shall chair the committee. The Deputy Chiefs of the Investigative Services Bureau, Field Services Bureau and Support Services Bureau shall appoint one sworn member of their respective Bureau to the committee. The non-sworn Supervisor of the Central Records Division shall appoint a non-sworn member of the Department to the training committee.
- C.** The president of the PBPA Unit #6 shall appoint a PBPA Unit #6 Board member to the Training Committee.
- D.** Each member of the committee shall serve a two-year term.
1. Members should be assigned so that there are overlapping terms of service.
 2. If a member of the committee is unable to complete their two-year term the Supervisor of the Training and Personnel Unit will select a replacement member. The replacement member shall complete the term of the member being replaced.
- E.** The committee has the responsibility and authority to:
1. Evaluate all internal and external training programs used by the Department.
 2. Identify other training needs within their respective Bureau for command staff consideration.
- F.** The Training Committee has no authority over the Department's training function but acts in an advisory capacity through the Training and Personnel Unit.
- G.** The Training Committee shall meet at least once a year at a time set by the Supervisor of the Training and Personnel Unit.
- H.** The Training Committee will report to the Deputy Chief of the Administrative Services Bureau. All minutes from the Training Committee meetings and any proposed changes will be forwarded to the Deputy Chief of the Administrative Services Bureau.

IV. ATTENDANCE AND RECORD MAINTENANCE

- A.** Mandatory attendance by all sworn personnel is required for the following training:
1. Firearms proficiency training.
 2. Annual in-service training.
 3. Roll call training.
 4. Programs identified by the Department as being required for assignments to specialized positions or promotions.
- B.** Attendance at all training programs will be documented by attendees signing attendance sheets.

1. All completed attendance sheets will be kept on file in the Training and Personnel Unit.
- C. Any overtime paid, work schedule or day off adjustments made due to training programs will be done so in accordance with agreed upon language in the collective bargaining agreement covering the affected personnel.
- D. Personnel may be excused from training programs due to illness, court appearances, operational need and emergency situations. It will be the responsibility of every officer when advised of a training date to check their calendars for other duty obligations and immediately inform their supervisor of the conflict.
- E. Personnel unable to attend NITAB training with less than 72 hour notice shall contact their supervisor, the Training and Personnel Unit Supervisor and NITAB and inform each of the reason they are unable to attend the training.
 1. If unable to make contact with NITAB (after hours) a message must be left with the NITAB office.
- F. Supervisors will contact the Training and Personnel Unit Supervisor, or their designee, upon receiving such notification from an officer. The Training and Personnel Unit Supervisor and the officer's supervisor will determine a date for the training to be made up by the officer.
- G. Records for all training, excluding firearm proficiency, will be maintained using the Training Officer 2000 program. Copies of training certificates will be maintained in each employee's personnel file.
 1. The Supervisor of Training and Personnel Unit and Senior Administrative Office Assistant will be responsible for maintaining training records using the Training Officer 2000 program.
- H. The Rangemaster will maintain firearm proficiency training records.
- I. The release of training records to persons outside of the Department will be made at the discretion of and with permission from, the Deputy Chief of the Administrative Services Bureau.
- J. All expenses related to authorized and required training will be the responsibility of the Department. This includes tuition and fees, travel expenses (for out of town training), daily per diem (overnight stays only) and any necessary uniforms or equipment required.

V. REMEDIAL TRAINING

- A. Any employee (sworn or civilian) may be temporarily assigned to the Training and Personnel Unit for remedial training upon recommendation of their immediate supervisor or member of their chain of command if it appears the employee:
 1. Demonstrates a lack of skills, knowledge or abilities in job performance based on evaluation reports or first hand observation, and/or
 2. Has received disciplinary action(s) for conduct that may be corrected through additional training.

3. The supervisor shall provide, in writing, documentation covering the reasons the employee has been recommended for remedial training. The documentation shall be sent to the Training and Personnel Unit Supervisor.
- B.** The Training and Personnel Unit Supervisor and the Deputy Chief of the Bureau to which the employee is assigned will establish a timetable for which remedial training will be conducted and the criteria for successful completion.
 - C.** Any employee temporarily assigned to the Training and Personnel Unit for remedial training, regardless of rank, will be under the command of the Training and Personnel Unit Supervisor.
 - D.** Any officer failing to successfully complete an in-service proficiency training course, on the second attempt, may be subject to disciplinary action.
 - E.** Any officer may request to be scheduled for temporary assignment to the Training and Personnel Unit if the officer feels that a legitimate problem exists. The officer's immediate supervisor must give authorization. The officer's respective Bureau Deputy Chief must approve the temporary reassignment.

VI. LESSON PLANS AND TESTING

- A.** All Instructors must submit lesson plans and copies of all instructional materials (e.g. PowerPoint, tests, answer key, student handouts) to the Training and Personnel Unit Supervisor for approval, at least one week prior to any scheduled training programs.
 1. Lesson plans prepared for special unit training (e.g. Bomb Squad, S.W.A.T.) may be approved by the special unit's supervisor.
- B.** Instructors will use the Rockford Police lesson plan approval sheet, which contains the following. The approval sheet is available on the Department Intranet.
 1. Course title and instructor name.
 2. A statement detailing the subject matter and the course job related objectives.
 3. A description of the instruction method to be used (e.g. panel discussion, group discussion, lecture, audio/visual presentation, simulations, etc).
 4. A statement of performance objectives that focus on the job related elements, provide clear statements of what is to be learned and provides the basis to evaluate the trainee and the training program.
 5. A description of proposed test questions or performance evaluations to be used based on the material presented. This could include, but not be limited to, any of the following:
 - a. Competency based testing, designed to measure the participant's knowledge or abilities to apply the information that was learned, which should be used in most training programs.
 - b. Test questions that, when used, should be written as true/false, multiple choice, short answer or essay.

- c. Unless recommended by the Training and Personnel Unit Supervisor and authorized by the Chief of Police, the minimum passing grade will be 70%.
 - d. Pass/fail grading may be used for certain performance tests in less structured informal situations.
- C. Test results will be kept in each employee's training record file.
 - D. The Training and Personnel Unit will retain all lesson plans for a minimum of seven years.

VII. STAFF AND INSTRUCTORS

- A. Staff and instructors are approved by the Deputy Chief of the Administrative Services Bureau and the Training and Personnel Unit Supervisor. Instructors for specialty training programs will be selected by the Training and Personnel Unit based on the following criteria:
 - 1. Training and education.
 - 2. Ability and performance.
 - 3. Law enforcement experience.
 - 4. Previous teaching experience and knowledge of teaching methods.
 - 5. Dependability.
 - 6. Interpersonal Skills.
- B. Once accepted, personnel will complete an instructor development course which includes at a minimum:
 - 1. Lesson plan development.
 - 2. Performance objective development.
 - 3. Instructional techniques.
 - 4. Learning theory.
 - 5. Testing and evaluation techniques.
 - 6. Resource availability and use.
 - 7. Instructional aids.
- C. Full time instructors are considered permanent positions and are assigned to the Training and Personnel Unit on a full time basis. This position is considered an Investigator rank.
- D. Adjunct instructors are assigned to the Training and Personnel Unit on a temporary basis depending on their areas of expertise and availability from their regularly assigned duties.

VIII. IN-SERVICE AND ROLL CALL TRAINING

- A. Shift Commanders will schedule a mandatory in-service training program that will be attended by all sworn personnel assigned to their shift.

- B.** The areas of training will include legal updates and any training conducive to the Department's goals including, but not limited to, the following:
1. Annual instruction and review of use of force and pursuit policy and tactics.
 2. A review of policies, procedures, rules and regulations.
 3. The proper use of discretion.
 4. Interviews and interrogations.
 5. Instructions on report writing skills.
 6. Explanation and review of crime scene responsibilities.
 7. Instruction on courtroom testimony.
 8. Review of civil liability issues.
 9. New investigative techniques and advances in technology.
 10. Domestic violence policies, prevention, intervention and enforcement issues.
 11. First responder and hazardous materials response.
- C.** The following will govern the Department's Roll Call Training Program:
1. Roll call will be conducted at the beginning of each scheduled shift. It will consist of instruction or review by the shift supervisors to include:
 - a. Briefing officers with information regarding daily criminal and Department activity.
 - b. Notifying officers of their daily assignment.
 - c. Notifying officers of new directives or changes in directives and ensuring that all officers understand the new directive or changes to directives.
 - d. Evaluating officers' readiness to patrol via line inspections.
 - e. Updating officers about wanted persons, stolen vehicles, and major cases.
 2. Subject matter for instruction may come from, but is not limited to, the following sources:
 - a. Videos, tapes, and films of law enforcement related issues.
 - b. Short training programs presented by shift supervisors or other Department personnel.
 - c. Review of recent court decisions or legislative changes in laws or ordinance.
 - d. Department policy, procedures, rules, and regulations.
 - e. Current crime trends.
 - f. Review of any hazardous/officer safety situations.

1. The course should be designed to provide or enhance the skills, knowledge and abilities necessary to perform the job.
 2. The course should address legal and policy issues particular to the position.
- C.** Personnel selected for specialized assignment or promotion will be made aware of administrative and management regulations, policies, and relationships of both supervisors and support services unique to each specialized unit or function.
- D.** Any specialized advanced training courses successfully completed by Department personnel may qualify for credit towards their mandatory in-service training pending approval by the Training and Personnel Unit Supervisor.
- E.** Supervised on-the-job training may be incorporated into any specialized training programs.
- F.** The Department shall ensure that all specialized training requiring re-certification shall be completed in a timely manner, generally prior to expiration.

X. CIVILIAN EMPLOYEE TRAINING

- A.** Prior to assuming job responsibilities, civilian employees will be trained in any specialized equipment or practices required for the performance of their position. Some of this training may be provided during new employee orientation sessions conducted by the City of Rockford Personnel Department. At a minimum this training will consist of the following:
1. The Department's role, purpose, and relevant policies and procedures of both the Department and the City of Rockford.
 2. Working conditions and regulations.
 3. Rights and responsibilities of the employee and management.
 4. Facility orientation.
 5. Department structure and chain of command.
- B.** Training for civilian positions requiring specialized training will be accomplished as appropriate to the position and may take the form of on the job or in-service training. Adequate training will be provided prior to personnel assuming full responsibility for the position. The following positions may require training:
1. Administrative/Receptionist/Senior Clerk personnel.
 2. Property & Evidence Technicians.
 3. Data Entry Operators.
 4. Report Review personnel
- C.** Training provided civilian personnel will include:
1. The specific skills necessary to perform any technical aspects of their job.
 2. The importance of the link civilian personnel provides between citizens and the Department.
 3. The ability of civilian employees' to effectively deal with the public often shapes a citizen's opinion of the entire Department.

- D. Records of training will be documented using procedures shown in section **III. C** of this Order and maintained in employee's personnel file.

XI. ACCREDITATION FAMILIARIZATION

- A. Familiarization with the accreditation process will be provided:
 - 1. To all newly hired Department personnel within a reasonable period after employment begins (For sworn personnel this will normally occur during the Department's City School portion of new officer training).
 - 2. To all Department personnel during the self-assessment phase associated with achieving initial accreditation and each attempt at re-accreditation.
 - 3. Prior to any on-site accreditation assessor's visit.
- B. Training will include the history, process, goals and objectives, and advantages of accreditation.

XII. EFFECTIVE DATE

- A. The Department's policy on Training became effective on October 24, 2005.

XIII. REVIEWS, REVISIONS AND CANCELLATIONS

- A. This General Order will be reviewed each **February** by the **Supervisor of Training and Personnel Unit** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order **10.01 – Written Directives**.
- B. This order is a revision of and supercedes Department General Order **20.01 – Training** issued on October 24, 2005. This order is also cancels Memorandum **2007-036 – Assignments Requiring Specialized Training** issued June 11, 2007.
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau**.

BY ORDER OF

Chet Epperson
Chief of Police