Training

208.1 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.

208.2 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. The Department prefers courses that promote professional growth and continued development for department personnel. Appropriate courses may include:

- Courses certified by ILETSB.
- Courses offered by ILETSB-designated Mobile Team Units (MTUs).
- Courses offered by outside vendors and agencies.

208.3 OBJECTIVES

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 our personnel.

(c) Provide for continued professional development of department personnel.

208.4 TRAINING PLAN

It is the responsibility of the Training Coordinator 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 as needed or required. The plan should include a systematic and detailed method for recording and logging of all training for all employees.

While updates and revisions may be made to any portion of the training plan at any time deemed necessary, the Training Coordinator shall review the entire training plan on an annual basis.

The training plan will include information on curriculum, training material, training facilities and scheduling. The plan will address federal, state and department-required, minimum-mandated training of employees.

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208.4.1 DEPARTMENT LESSON PLANS

All instructors conducting training courses for Department personnel must have a lesson plan for each course of instruction. Lesson plans will be approved by the Training Coordinator, and will include the following:

(a) A statement of performance and job related objectives.

(b) The content of the training and specification of the appropriate instructional techniques.

(c) Signature line for approval by the Training Coordinator.

(d) Practical or written tests to be given, if any.

208.4.2 DEPARTMENT TRAINING RECORDS

The Training Coordinator will maintain a file containing all training lesson plans conducted by the Crystal Lake Police Department. Each employee attending interdepartmental training will sign a training attendance form, which will include the instructor's signature indicating the employee has satisfactorily completed the training. If a test was given, or scores calculated, they will be placed in the training file as well.

An employee attending approved training is responsible for submitting documentation of completion of the training course to the Training Coordinator.

The Training Coordinator shall update records of employees following their participation in training programs. Such training records shall include the type and date of training, any certificates received, attendance and test scores, if provided.

208.4.3 REMEDIAL TRAINING

Remedial training is defined as personalized training used to correct a specific deficiency which may have been identified through:

(a) Testing.

(b) Evaluation by a supervisor or PTO during training.

(c) Evaluation by a supervisor during routine job performance.

(d) An annual employee performance evaluation.

When it has been determined that an employee should receive remedial training, it may be provided:

1. Through Department in-service training.

2. By assignment or re-assignment to the Field Training Program.

3. By enrollment in a course of instruction given by another agency, school, or university as deemed necessary.

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When, based on documented evidence, a supervisor determines that an employee under his supervision requires remedial training, he shall, as soon as possible, forward a written report to the Training Unit and employee's Unit Commander, stating:

(a) The deficiency in the employee's performance.

(b) A recommendation for training to correct the deficiency.

(c) Any other corrective action that may have been taken.

The Training Unit may recommend that training be given by assigning the employee to a PTO, recommending a course of instruction given by an outside agency, or by requesting the assignment of the employee to other agency training upon approval of the Unit Commander.

It is the goal of remedial training to correct the employee's deficiencies in basic skills, knowledge and ability required to perform his job assignments. Upon completion of remedial training, the employee shall be evaluated by his supervisor to determine the effectiveness of such training. Results of this evaluation will be in written form and will be forwarded to the employee's Unit Commander to determine if further action is required. Unsatisfactory completion or non-participation may be cause for disciplinary action.

208.4.4 STATE-MANDATED TRAINING

Officers must successfully complete the Minimum Standards Basic Law Enforcement Training Course or a similar ILETSB-approved training program within six months of full-time employment (50 ILCS 705/8.1). Probationary officers are required to complete minimum training mandated by the ILETSB in order to be eligible for permanent employment (50 ILCS 705/7).

(a) The basic training requirement may be waived if the employee is eligible for certification by meeting training and certification standards within the parameters, extensions, and exceptions set by ILETSB (50 ILCS 705/8.1).

(b) State-mandated training requirements every year include (50 ILCS 705/7; 50 ILCS 705/10.6):

1. Legal updates.
2. Emergency medical response training and certification.
3. Crisis intervention training.
4. Officer wellness and mental health.

(c) State-mandated training requirements every three years include (50 ILCS 705/7; 50 ILCS 705/10.19; 725 ILCS 203/20):

1. Constitutional and proper use of law enforcement authority.
2. Procedural justice.
3. Civil rights.
4. Human rights.
5. Mandatory child abuse reporting.

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6. Cultural competency.
7. Training on sexual assault and sexual abuse response and report writing (refer to Sexual Assault Investigations Policy).
8. ILETSB-approved use of force training, including policies and laws related to stops and searches, officer safety techniques, de-escalation, and high-risk traffic stops.

(d) State-mandated training requirements every five years include:

1. Domestic violence (725 ILCS 5/112A–27; 750 ILCS 60/301.1).

208.5 TRAINING NEEDS ASSESSMENT

The Training Unit will conduct an annual training-needs assessment of the Department. The needs assessment will be reviewed by staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

208.6 TRAINING PROCEDURES

(a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor, in coordination with the Training Coordinator. Excused absences from mandatory training should be limited to the following:

1. Court appearances
2. First choice vacation
3. Sick leave
4. Physical limitations preventing the employee's participation
5. Emergency situations
6. Other exceptions as approved by the supervisor or Training Coordinator.

(b) When an employee is unable to attend mandatory training due to reasonable unforeseeable circumstances, that employee shall:

1. Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training.
2. Document his/her absence in a memorandum to his/her supervisor. This information should be forwarded to the Training Coordinator.
3. Make arrangements through his/her supervisor and the Training Coordinator to attend the required training on an alternate date.

(c) When an employee is assigned training outside the Department, the Department will reimburse the employee for all authorized expenses associated with the training per City and Department policy. The Training Coordinator or his/her designee is responsible for coordinating travel arrangements, training expense advances and

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reimbursements (if any). The Training Coordinator should determine if a City vehicle is to be used for travel, or if mileage reimbursement is authorized.

208.7 CALEA ACCREDITATION TRAINING

The Training Coordinator will ensure that all personnel are familiar with accreditation and its impact on the Crystal Lake Police Department. The purpose of this training is to familiarize department members in all areas of accreditation including, but not limited to, history and background, the agency's involvement in the process including the self assessment phase, the goals and objectives of accreditation and the advantages and impacts on the organization.

Agency personnel shall receive this training as follows:

(a) To all newly hired agency personnel within thirty days after their employment begins or within thirty days after completing the recruit academy.

(b) To all agency personnel during the self assessment phase associated with achieving initial accreditation.

(c) To all personnel prior to an on-site assessment.

Due to the specialized role, any agency personnel assigned to the role of Accreditation Manager shall receive specialized accreditation manager training within one year of appointment. The newly selected manager should also attend at least one CALEA Conference during the current award period for additional training as well as participate in the local Police Accreditation Coalition (I-PAC).

208.8 TRAINING ACADEMY INSTRUCTION

The purpose of this policy section is to define the relationship with the training academy and establish a guide for on-the-job training provided to each new police officer. It shall be the policy of the Crystal Lake Police Department to provide the candidate officer with the most comprehensive training and skills required to uphold the standards of the Department within our community.

208.8.1 RELATIONSHIP WITH TRAINING ACADEMY

1. Statutory Training Requirements

(a) In accordance with the Illinois Compiled Statutes 50 ILCS 705/8.1, no person shall receive a permanent appointment as a law enforcement officer unless that person has been awarded, within six (6) months of his initial full-time employment, a certificate attesting to successful completion of the Minimum Standards Basic Law Enforcement Training Course as prescribed by the Illinois Law Enforcement Training and Standards Board.

2. Academy Enrollment

(a) The Crystal Lake Police Department uses the services of certified Police Training Academy's meeting minimum standards for basic law enforcement training as prescribed by the Illinois Law Enforcement Training and Standards Board. Requisite

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proofs of compliance to meet the accreditation standards will be obtained prior to the enrollment personnel.

3. Providing Input/Liaison

(a) The Training Coordinator shall maintain a close liaison with academy staff, keeping channels of communication open in order to monitor the progress of recruits and provide input to the academy training program.

4. Providing Resources

(a) The Department shall make available to the training academy its facilities, staff, instructors and resources when the Chief or their designee determines that to do so would enhance the training efforts of all concerned and the request will not lessen the training efforts of the Department.

5. Financial Obligations

(a) The Department's financial obligation to the academy is limited to the payment of tuition and room and board charges.

6. Liability

(a) Liability for any training related physical impairment of any Department member at the recruit academy should be borne by the Department. The academy shall be responsible for the administration of the prescribed training programs and provide for the fair and non-discriminatory testing of each student. Liability for said administration shall be borne by the academy.

208.8.2 TRAINING ACADEMY ORIENTATION HANDBOOK

1. When a recruit officer attends an academy they will receive a training academy orientation handbook at the time training begins. The handbook contains information pertaining to:

(a) The organization of the academy

(b) The academy rules and regulations

(c) The academy rating, testing, and evaluation systems

(d) Physical fitness and proficiency skill requirements

(e) Daily training schedules

208.8.3 SUPPLEMENTAL TRAINING ACADEMY INSTRUCTION

1. The Department provides a formal Police Training Officer (PTO) Program for recruit officers in addition to the instruction provided at the training academy. The PTO Program is outlined in policy 436 and is completed following successful completion of the academy. The program includes training in agency's policies, procedures and rules and regulations.

208.9 RECRUIT TRAINING

The purpose of this policy section is to list basic police training requirements and responsibilities along with providing information on the training academy.

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To qualify for the position of probationary officer, a recruit must successfully complete certification as dictated by the Illinois Law enforcement Training and Standards Board.

208.9.1 ACADEMY INSTRUCTION PRIOR TO ASSIGNMENT

1. Pursuant to the Police Training Act, Illinois Compiled Statutes 50 ILCS 705/8.1, all recruit officers who are not Illinois Law Enforcement Training and Standards Board (ILETSB)-certified at the time they are hired are required to attend and successfully complete the Minimum Standards Basic Law Enforcement Officers Course at an approved police training academy. Included in this category will be those recruit officers with previous police experience, but who have not attended a Minimum Standards Basic Law Enforcement Officers Course in the State of Illinois.

2. Those recruit officers who have successfully completed the Minimum Standards Basic Law Enforcement Officers Course at an approved police training academy in the State of Illinois, but who have a gap in their police employment of more than four years just prior to beginning employment with the Department, will be required to attend and successfully complete the Minimum Standards Basic Law Enforcement Officers course at an approved police training academy.

208.9.2 RECRUIT OFFICER AUTHORITY AND RESPONSIBILITY

1. A recruit officer confronted with a situation involving criminal conduct shall give first consideration to causing the responsible law enforcement agency to take appropriate action.

2. In limited cases, the exigency of a given situation may call for immediate action. In those situations, action should only be taken after considering the tactical situation with regard to personal safety and to possible liability to the Department.

3. Recruit officers will not be assigned or permitted to perform regular police duties prior to successful completion of formal academy training.

4. Recruit officers may be assigned to areas within the police department that do not require the carrying of a weapon, enforcing the law or making an arrest.

208.9.3 POLICE TRAINING OFFICER PROGRAM

1. The organization, administration, and training requirements of the Police Training Officer (PTO) Program are defined in policy 436. Topics addressed in this policy include, but are not limited to:

(a) The duration of recruit officer field training

(b) The selection process for Police Training Officers

(c) The supervision of the Police Training Officer Program and the Police Training Officers

(d) Liaison with police training academy staff

(e) Training of Police Training Officers and in-service training requirements

(f) Rotation of probationary officer field assignments

(g) Probationary officer evaluation procedures by Police Training Officers

(h) Police Training Officer reporting responsibilities

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208.9.4 RECRUIT TRAINING PROGRAM

1. The Minimum Standards Basic Law Enforcement Officers Course was developed by the ILETSB. When a recruit officer is sent to attend a training academy to complete this course, he or she will be participating in a training program that includes:

(a)A curriculum based on job task analysis of the most frequent assignments of officers who complete recruit training.

(b)Use of evaluation techniques designed to measure competency in the required skills, knowledge and abilities.

2. In addition to the ILETSB curriculum, the Police Training Officer (PTO) Program is also designed to address tasks of the most frequent assignments of officers.

208.10 CIVILIAN ORIENTATION

Civilian in-house training and training in Department matters will be coordinated through the appropriate Unit Commander. Training on City related issues will be done by the City Human Resources Director. All newly appointed civilian members of the department will receive training in the following areas:

(a) The Department's role, purpose, goals, policies and procedures

(b) Working conditions and regulations

(c) Rights and responsibilities of the employee

208.11 CIVILIAN TRAINING

Pre-service and in-service training for civilian positions will be accomplished for the following positions:

(a) Records personnel and civilian administrative personnel

(b) Records Supervisor

(c) Community Service Officer

(d) Evidence Custodian

Civilian training will normally be conducted in the following manner:

(a) In-service

(b) On-the-job or field training

(c) Other agencies

Periodic refresher training will be scheduled for all civilian employees of the Department to:

(a) Update skills

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(b) LEADS Certification and recertification for records unit personnel

(c) Review new legislation

(d) Enhance job knowledge for new responsibilities

(e) Review procedural and/or technological changes that affect their work

(f) Review Department directives as may be appropriate

(g) Increase interpersonal communication skills

(h) Review job safety regulations.

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