

## 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

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

### 203.4 TRAINING PLAN

A training plan will be developed and maintained by the Training Manager. It is the responsibility of the Training Manager to maintain, review, and update the training plan on an annual basis. The plan will address the following areas:

Legislative Changes

State and Federally Mandated Training

Critical Issues Training

### 203.5 TRAINING NEEDS ASSESSMENT

The Training Bureau 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.

### 203.6 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:

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1. Court appearances
  2. First choice vacation
  3. Sick leave
  4. Physical limitations preventing the employee's participation.
  5. Emergency situations
- (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.
  2. Document his/her absence in a memorandum to his/her supervisor.
  3. Make arrangements through his/her supervisor and the Training Manager to attend the required training on an alternate date.

#### **203.7 TRAINING REQUEST PROCEDURE**

The employee wishing to attend a course shall fill out a "Training Course Request" (EMPD Form #56), attach a copy of the course flier, and forward it to his/her supervisor. This form must be completed and routed at least 2 months prior to the scheduled date of the class. This allows time for Training to schedule the class and generate any check requests to Finance. If the form reaches Training within the 2-month window, the class cannot be guaranteed.

(a) The supervisor will route the request through the chain of command with his/her approval or disapproval. Reasons for disapproval include but are not limited to:

1. Course is inappropriate for the employee.
2. Manpower requirements do not allow for the employee's absence at the time the course is offered.
3. Course requires expenditure of funds, which are not POST reimbursable and the funds are not available.

(b) If the request is disapproved, it will be routed back to the employee with the reasons noted.

(c) If the request is approved, it will be routed to training where arrangements will be made for the employee to attend.

(d) Training will notify the employee's supervisor when the employee is enrolled in a course and the dates of the course. The supervisor will arrange any shift adjustment if necessary so that the employee may attend the classes as part of his/her on-duty time. It is the employee's responsibility to handle any court subpoenas with the District Attorney's Office and the Court Liaison Officer.

(e) Training will give the employee a POST Reimbursement Form (T.R.R.) if the class attending is a POST certified course. The employee must turn this form in on the first day of the class

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1. If the class is a "Commuter Attended" class then no funds will be advanced prior. The employee will receive a reimbursement check from the city. For "Commuter Trainees," POST reimburses mileage at a contracted rate.
2. If the employee has requested to be a "Resident Trainee" and POST allows, then the employee will receive an "allowance check" prior to attending the class. POST reimburses "Resident Trainees" at a contracted rate. This amount reflects lodging, mileage, and meals. The employee must maintain hotel receipts and be able to provide them to Training upon request.
3. For "Non POST" courses the City pays actual cost. If you are a "Resident Trainee" the City will pay \$35.00 a day for meals, and lodging at the government rate. The City reimburses travel as either "airfare or mileage" whichever is cheaper. The employee must complete a "City of El Monte Travel Expense Form" within 10 days of class completion, attaching receipts for lodging and other expenses. These forms are maintained in the "S" drive under "Training Forms."
4. After the class is completed, each employee is to provide Training with a copy of the completion certificate for inclusion in his/her personal Training File.