COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

TITLE: TRAINING AND CAREER DEVELOPMENT	GENERAL ORDER NUMBER: 301
REFERENCES: Continuing Education Course Approval Application	EFFECTIVE DATE: 06/01/2016
REVIEW DATE: 01/01/2019	DISTRIBUTION: A

It shall be the policy of the Columbia Heights Police Department to establish guidelines and delineate the responsibilities for the administration of professional training for employees of this Department.

301:1 Administration

301:11 Oversight of Training

The oversight of the training function shall fall under the responsibility of the Training Sergeant.

301:12 Training Committee

The Department shall maintain a training committee as follows:

- The training committee shall include a representative from each unit of the Department;
- The training committee shall meet at the discretion of the Captain or his/her designee for the purpose of identifying and recommending the training needs of the Department for the next year;
- The training committee shall be considered an advisory committee for the Department, with no authority for approval or denial of specific training; and
- The training committee is responsible to the police captain.

301:13 Attendance

Any employee assigned to attend training shall be responsible to report promptly for all assigned training. If any employee is unable to report for assigned training, or unable to report in a timely manner, that employee shall be responsible to advise their assigned supervisor prior to the training time, if practical.

- Transportation – Employees attending department-approved training may use a city vehicle with prior supervisor approval.

301:14 Reimbursement of Costs

Only those training expenses (e.g. tuition, travel, food, parking, etc.) approved in advance shall be reimbursed by the employer.

301:15 Lesson Plans

The Columbia Heights Police Department requires a lesson plan for all training courses conducted by the Department, to include provisions for the following:

- Resume/curriculum vitae;
- Guidelines and format for lesson plan development;
- A statement of performance and job-related objectives;
- The content of the training and specification of the appropriate instructional techniques;
- A process for approval of lesson plans; and
- Identification of any tests used in the training process.

301:16 Remedial Training

Where deemed appropriate, the Department shall provide remedial training to any employee who is having difficulties with specific identified job functions.

301:161

The need for remedial training shall be identified at the division level, and reviewed by the shift supervisor. The shift supervisor shall be responsible for documenting the need for remedial training, and referring the employee to the Captain or his/her designee for the necessary remedial training.

301:162

The Captain or his/her designee shall ensure appropriate action is taken to provide or make provision for remedial training to the employee. The Captain or his/her designee shall be responsible for working with the employee's supervisor to set a timetable for the successful completion of the remedial training.

301:163

Remedial training is provided at the discretion of the employer. Employees assigned to remedial training are required to participate, or face appropriate disciplinary action.

301:17 Training Records

The Office Supervisor shall maintain the official training records for each employee. The Office Supervisor shall maintain records of each departmental class/course to include at a minimum:

- Course content (a lesson plan on file);
- Names of employees attending; and
- Performance of individual attendees as measured by tests, if administered, and/or certification of completion.

301:2 Training Instructors

301:21

Personnel assigned to the training function shall receive training that includes, at a minimum:

- Lesson plan development;
- Performance objective development;
- Instructional techniques;
- Testing and evaluation techniques;
- Resource availability and use; and
- Principles of adult learning.

301:3 New Employee Training

301:31 Field Training Program

The Columbia Heights Police Department shall establish a field training program for licensed officers. Personnel shall participate in a field training program when assigned to a new division or function. The training program shall include the following:

- Field training in the new assignment or function;
- A selection process for field training officers established at the division level;
- Training of field training officers;
- Rotation of recruit field assignments;
- Guidelines for the evaluation of recruits by field training officers; and
- Reporting responsibilities of field training officers.

301:4 In-Service, Roll Call, and Advanced Training

301:41 Annual Department Retraining

All licensed personnel shall participate in at least an annual retraining program that includes, at a minimum:

- Firearms re-qualification;
- Use of Force refresher;
- Blood-born Pathogens refresher;

- A legal update; and
- Pursuit Driving policy.

301:42 Roll Call Training

Each division shall establish a method of advising personnel on training issues. This method may include group training, or individual training materials distributed or posted for employees to review.

301:5 Specialized In-Service Training

301:51 Specialized Functions

Each division shall report annually to the training committee those functions performed in the division that require specialized training. The divisional supervisor/manager shall be responsible to provide for the following:

- Development or enhancement of the skills, knowledge, and abilities particular to the specialization;
- Management, administration, supervision, personnel policies, and support services of the function or component; and
- Supervised on-the-job training.

301:6 Training Approval

301:61 Requests

Requests for approval of training shall be submitted to the employee's supervisor and forwarded to the Captain or his/her designee.

301:62 Requirements

For continuing education course approval application and requirements, reference MN POST Continuing Education Course Approval Application.

BY ORDER OF:

Scott Nadeau, Chief of Police

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