

# Training

## 207.1 PURPOSE AND SCOPE

**Best Practice**

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.

## 207.2 PHILOSOPHY

**Best Practice**

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.

## 207.3 OBJECTIVES

**Discretionary**

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.

## 207.4 TRAINING PLAN

**Best Practice**

It is the responsibility of the Deputy Chief of Administration 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 members as needed or required. The training plan should include the anticipated costs associated with each type of training, including attendee salaries and backfill costs. The plan should include a systematic and detailed method for recording and logging of all training for all members.

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Deputy Chief of Administration shall review the entire training plan on an annual basis.

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The 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 officers and other members.

#### 207.4.1 STATE-MANDATED TRAINING

##### **State**

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).

- (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):
  - 1. ILETSB-approved use of force training.
  - 2. Legal updates.
- (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. Mental health awareness and response.
  - 6. Officer wellness.
  - 7. Mandatory child abuse reporting.
  - 8. Cultural competency.
  - 9. Training on sexual assault and sexual abuse response and report writing (refer to Sexual Assault Investigations Policy).
- (d) State-mandated training requirements every five years include:
  - 1. Domestic violence (725 ILCS 5/112A-27; 750 ILCS 60/301.1).

#### 207.5 TRAINING NEEDS ASSESSMENT

##### **Discretionary**

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.

#### 207.6 TRAINING COMMITTEE

##### **Best Practice**

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The Deputy Chief of Administration shall establish a Training Committee, which will serve to assist with identifying training needs for the Department.

The Training Committee should be composed of at least three members, with the senior ranking member of the committee acting as the chairperson. Members should be elected based on their abilities at post-incident evaluation and at assessing related training needs. The Deputy Chief of Administration may remove or replace members of the committee at his/her discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Committee should review include but are not limited to:

- (a) Any incident involving the death or serious injury of an employee.
- (b) Incidents involving a high risk of death, serious injury, or civil liability.
- (c) Incidents identified by a supervisor as appropriate to review to identify possible training needs.

The Training Committee should convene on a regular basis as determined by the Deputy Chief of Administration to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Deputy Chief of Administration. The recommendation should not identify specific facts of any incidents, such as identities of employees involved or the date, time, and location of the incident, but should focus on the type of training being recommended.

The Deputy Chief of Administration will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and available resources.

### **207.7 TRAINING PROCEDURES**

**Best Practice** **MODIFIED**

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor, in coordination with the Deputy Chief of Administration. 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 Deputy Chief of Administration.

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- (b) When an employee is unable to attend mandatory training due to reasonable unforeseeable circumstances, that employee shall:
1. Notify the Front Desk Clerk/Records Division with Call Off information.
  2. Notify the on duty Watch Commander
  3. Document his/her absence in a memorandum to his/her supervisor. This information should be forwarded to the Deputy Chief of Administration.
  4. Make arrangements through his/her supervisor and the Deputy Chief of Administration to attend the required training on an alternate date.

#### **207.8 DAILY TRAINING BULLETINS**

##### **Best Practice**

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Homewood Police Department policy manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Deputy Chief of Administration.

Personnel assigned to participate in DTBs should only use login credentials assigned to them by the Deputy Chief of Administration. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Employees who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisor. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet active computer, employees shall only take DTBs as part of their on-duty assignment unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.