

Training

203.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will meet the standards of federal, state, local and Wisconsin Law Enforcement Standards Board (LESB) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and progressive 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 public.

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 reasonably possible, the Department will use courses certified by the LESB or other regulatory or nationally recognized entities.

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 department personnel.
- (c) Provide for continued professional development of department personnel.
- (d) Assist in compliance with statutes, LESB rules and regulations or policy concerning law enforcement training.

203.4 TRAINING PLAN

It is the responsibility of the Administration Division Inspector or designee 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. The plan shall include a systematic and detailed method for recording and logging of all training for all personnel. While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Inspector or designee shall review the entire training plan on an annual basis. The plan will include information on curriculum, training material, training facilities, course and student scheduling. The plan will address the state-required, minimum-mandated training of sworn officers or hiring of non-sworn employees.

Training listed may be provided in basic training programs. The Inspector or designee is responsible for ensuring members of the Department have been trained as required. For purposes of LESB reporting obligations, the time period for annual training begins July 1 and ends June 30.

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203.4.1 MANDATED TRAINING

All sworn members shall satisfactorily complete the Wisconsin law enforcement officer preparatory training or equivalent prior to any assignment in which he/she is allowed to carry a weapon or is in a position to take enforcement action.

Officers shall complete all training required to maintain their certification as a law enforcement officer or otherwise required by law, to include the 24 hours of training required each fiscal year (Wis. Stat. § 165.85). Members shall also complete National Incident Management System (NIMS) training as appropriate for their position and rank.

203.4.2 SPECIALIZED TRAINING

The Inspector or designee is responsible for maintaining a list of assignments that require specialized training and a description of the applicable training. In addition, the Inspector or designee shall ensure that the following training requirements are provided as needed:

- (a) Skill development and leadership training upon promotion or assignment to a specialized position.
- (b) Training for newly appointed non-sworn members to include:
 - (a) The department's role, purpose, goals, policies and procedures.
 - (b) Working conditions and regulations.
 - (c) Responsibilities and rights of employees.
- (c) Remedial training requirements to include:
 - 1. Situations under which remedial training shall be utilized
 - 2. Timeline for completion
 - 3. Consequences for failure to successfully complete

203.5 TRAINING NEEDS ASSESSMENT

The Inspector will conduct an annual training needs assessment and complete a report of the training needs, including recommendations from the Training Committee. The training needs assessment report will be provided to the Chief of Police and staff. Upon review and approval by the Chief of Police, the needs assessment will form the basis for the training plan for the following fiscal year.

203.6 TRAINING COMMITTEE

The Inspector or designee shall establish a Training Committee, which will serve to assist with identifying training needs for the Department.

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

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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 Chief of Police or the authorized designee 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 Inspector or designee. 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 Inspector or designee will consider the recommendations of the committee and shall consult with the Chief to determine what training should be addressed, taking into consideration the mission of the Department and available resources.

203.7 TRAINING PROCEDURES

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from Department training should be limited to the following:
 - 1. Court appearances
 - 2. Sick leave
 - 3. Physical limitations preventing the employee's participation
 - 4. Emergency situations
 - 5. Approved vacation or off time
- (b) When an employee is unable to attend Department training, that employee shall:
 - 1. Notify the shift commander as soon as possible but no later than one hour prior to the start of training. The employee will also notify the instructor or training facility of his/her absence, as necessary.
 - 2. Make arrangements through the Department's training Lieutenant to make up the training as soon as practicable.

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203.8 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Beloit 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 Inspector or designee.

Personnel assigned to participate in DTBs shall only use login credentials assigned to them by the Inspector or designee. 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.

203.9 TRAINING RECORDS

The Inspector or designee is responsible to manage and distribute training records in compliance with the Training Files section in the Personnel Files Policy.

203.10 FIELD TRAINING PROGRAM

The Inspector shall establish a field training program for recruit police officers that is of sufficient duration to provide for the adequate orientation and training of the new peace officer in the lawful operations of the Department. The program shall establish procedures for the selection, appointment and training of Police Field Training Officers (FTO) and supervisors, the daily evaluation of recruits participating in the program and the rotation of FTO personnel to provide for the objective evaluation of recruit performance.

203.11 TRAINING REQUEST PROCESS

Department personnel shall follow the below process for any external training request. Training requests should be processed and the requestor notified within 10 days of submission.

(a) Requestor Responsibility

1. Completely and accurately complete the Department training request form and attach all supporting documents that detail the specifics of the training. [See attachment: Training Request](#)
2. If training was pre-approved, indicate this on the form with the appropriate authority.

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3. Email the completed form to your supervisor and the Director of Support Services.
 4. Upon completion of the training, provide a scanned copy of all training documents and any certificates of completion to the Director of Support Services. It is not necessary to copy long course manuals, etc.
 5. Upon completion of the training, file a memo detailing the topics taught, instructors, what was learned, and members opinion as to the benefit and/or applicability of the training.
- (b) Supervisor Responsibility
1. Review each request for completeness and provide a recommendation (approval or denial) with any notes supporting recommendation.
 2. Email form to next level of supervision.
- (c) Shift Commander Responsibility
1. Review each request for completeness and provide a recommendation (approval or denial) with any notes supporting recommendation.
 2. Email to members respective division Captain and if approved, ensure training is entered into Aladtec system.
- (d) Division Commander Responsibility
1. Review for final approval or denial and notify via email the members shift commander, payroll administrative assistant, and Director of Support Services.
- (e) Payroll Administrative Assistant Responsibility
1. Make arrangements for training to include registration, transportation, lodging and any other expenses.
- (f) Director of Support Services Responsibility
1. Maintain a Department database that records all training and ensure required entries are made into Wisconsin Department of Justice ACADIS.

Attachments

Training Request.pdf



BELOIT POLICE DEPARTMENT



TRAINING REQUEST

Name: _____ Emp #: _____ Request Date: _____
 Training Title: _____
 Training Address: _____
 Contact Person: _____
 Contact Email: _____ Contact Phone: _____
 Course Dates: _____ through _____ **Total Training Hours:** _____
 Tuition Fee: _____ Addt'l School Fee: _____ Transportation: _____
 Lodging Cost: _____ Meal Cost: _____ Travel Total: _____
 Addt'l Other Fee: _____ **Estimated Total Cost For This Training:** _____
 Additional expense explanation: _____

Dept. Vehicle needed? _____ Dates Lodging is needed: _____ to _____
 How does this training meet the needs of the department? (Use another page if necessary)

Please advise of special instructions in regards to registration information if any:

Sergeant: _____ Recommend?: Yes No Date: _____
 Reason for recommendation: _____

Will this affect staffing? Yes No If yes, estimated overtime hours: _____

Lieutenant: _____ Recommend?: Yes No Date: _____
 Reason for recommendation: _____

Captain/Chief : _____ **Approved?** Yes No Date: _____
 Reason for denial: _____

Account #: _____

A City of Beloit Out of State Travel & Expense Authorization Form must be completed with this request when travel is greater than 100 miles one way and is across the state border. The request will be submitted to the Chief and then the City Manager for approval.