

Training Policy

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. Whenever possible, the Department will use courses certified by the California Commission on Peace Officer Standards and Training (POST).

208.3 OBJECTIVES

The objectives of the Training Program are to:

- (a) Enhance the level of law enforcement service to the University of California community and the public
- (b) Increase the technical expertise and overall effectiveness of our personnel
- (c) Provide for continued professional development of department personnel
- (d) Reduce the exposure of the Department and the University of California to potential civil liability
- (e) Provide for ongoing maintenance of skills and remedial training as necessary

208.4 TRAINING PLAN

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

- Legislative Changes
- State Mandated Training
- Critical Issues Training
- University of California Requirements and Mandates
- Budgetary Considerations

The training plan is based on a review of the Training Needs Assessment conducted biennially and will be completed no later than May 1 of each year, for implementation on the fiscal year.

Training Policy

208.5 TRAINING NEEDS ASSESSMENT

The Training Sergeant will conduct an annual Training Needs Assessment (TNA) for the Department. The Training Sergeant will seek input from Department Managers, Supervisors, and Instructors to complete the TNA. The TNA will be submitted through the chain of command and will be approved by the Chief of Police or designee. Upon approval, the TNA will form the basis for the training plan for the fiscal year.

208.6 TRAINING COMMITTEE

The Training Sergeant shall establish a Training Committee, which will serve to assist in completing the Training Needs Assessment (TNA) for the Department. The TNA should be comprehensive, identifying future Department-wide training needs to improve the knowledge and skills necessary for Department personnel to provide a professional level of service that meets the needs of the University of California community and the public. The Training Committee shall be comprised of at least three members, with the Training Sergeant acting as the chairperson. When considering members for this committee, the Training Sergeant shall consider the potential benefits of selecting individuals possessing multi-disciplinary interests, including sworn, non-sworn, dispatch and records and parking personnel, as well as other University stakeholders (e.g. Fire, Risk Management, Human Resources, etc.). Committee members should be selected based on their knowledge of their respected discipline, their abilities at post-incident evaluation and at assessing related training needs.

In addition to addressing the objectives of the Training Plan, the Training Committee should review certain internal and external public safety related incidents to determine whether training would likely improve future outcomes or reduce or prevent the occurrence/recurrence of the undesirable issues related to various incidents. Specific incidents 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.
- (d) Incidents occurring in other jurisdictions that may have an effect on the Department.
- (e) Substantial changes to law or policy that may have an effect the Department.
- (f) Evaluation of potential changes in equipment, technology, and/or tactics for use by the Department.

The Training Committee should convene on a regular basis as determined by the Chief of Police or the Training Sergeant to review the TNA. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the

University of California Santa Cruz Police Department

UC Santa Cruz PD Policy Manual

Training Policy

Training Sergeant. 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 Training Sergeant 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. A final report will be submitted to the Chief of Police via the chain of command for approval or revision.

208.6.1 TRAINING DOCUMENTATION

There are a variety of training opportunities for Department members to maintain standards of performance and increase knowledge. These include POST mandates, minimum training requirements for sworn, records and dispatch personnel. In addition, training is provided to meet Federal, State, and University of California mandated training standards.

Accurate recordkeeping of training is the responsibility of the Training Sergeant, Department Instructors, Supervisors, and Managers. This recordkeeping should be completed by entering the information into TIMS.

Documentation of training shall be completed as follows:

- (a) When employees attend courses by certified POST presenters, their participation is automatically updated in EDI when rosters are processed by the provider
- (b) Daily training bulletins will be documented in the LEXIPOL system when Department members log on and complete the daily bulletins
- (c) Training conducted by POST certified UC Santa Cruz Police Department Instructors, at training events scheduled by the Training Sergeant for various required disciplines will be documented
 1. Instructors will forward rosters to the Training Sergeant so that each participant will have successful completion documented in a training file
 2. Personnel who fail to meet the minimum training requirements will be rescheduled for remedial training by the Training Sergeant
- (d) Other training not scheduled by the Training Sergeant must be documented in the training files
- (e) Training Officers (e.g. FTO, CTO, etc.) will properly document the performance of a trainee in accordance with POST requirements for inclusion in the training file

The Training Sergeant will schedule all personnel for required training as mandated by Federal, State, or University of California regulations and/or Department needs, and within the time period allowed.

Training Policy

Employees of the Department attending training on their own time and receiving certificates of completion or attendance may submit copies to the Training Sergeant for inclusion in their training file.

208.7 TRAINING PROCEDURES

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor and the Training Sergeant. 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
- (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. This memorandum will be forwarded to the Training Sergeant for inclusion in the employees training file.
 - 3. Make arrangements through his/her supervisor and the Training Sergeant to attend the required training on an alternate date.

208.8 TRAINING

208.8.1 REQUESTS TO ATTEND OUT-SERVICE TRAINING

The Department will provide out-service training for its employees in those areas that are not covered by other departmental training programs. Department employees desiring to attend training courses or programs not currently offered through in-service training may submit a Training Request Form, along with course flyers, registration forms, and recommended travel information, to their supervisor at least six weeks prior to the scheduled date of training.

The employee's supervisor will review the request for accuracy and completion, as well as provide an estimate of costs, including any overtime and backfill, and forward the information to the Training Sergeant. It is understood that the exact amount of some expenses, such as textbooks, may not be known until the training has actually commenced, however, a reasonable estimate is to be made.

The Training Sergeant will evaluate the request and will submit a recommendation through the chain of command to the Chief of Police or designee. The Chief of Police or designee will

University of California Santa Cruz Police Department

UC Santa Cruz PD Policy Manual

Training Policy

approve or deny the request. In most cases, the relationship between the course content and the employee's work will be obvious. When the relevance of the training is not readily identified, decisions should be based on the relationship and value of the training to the work being performed.

The determination process should be completed within 10 working days.

For all out-service training, the Training Sergeant reviews the Training Request Form to determine if:

- (a) The Training Request Form is properly completed and course information is attached.
- (b) The Department has monies available to pay the course tuition.
- (c) The course has reputable validity. Prior attendance and evaluation of the course by other employees will be a factor for consideration in the approval process.
- (d) The requested training is not repetitive for the employee (Unless mandated for recertification purposes, e.g., FTO update, Range Officer update, Communications Training Officer update).
- (e) Attendance at an alternate course would be more appropriate (e.g., in-service training, training course with less tuition).
- (f) If applicable, the course is reimbursable from POST or other means.

Training requests will be determined based on the following priority:

- (a) **Job-Required Training.** Training designed to assure adequate performance in an employee's current assignment. Job-required training includes:
 - 1. Training necessary to newly-assigned employees, including supervisors and managers, to acquire an acceptable level of competence in their assignments.
 - 2. Training mandated by law or other state authority including safety training.
- (b) **Job-Related Training.** Training designed to increase an employee's job proficiency. Job-related training will:
 - 1. Enable an employee to improve his/her performance above the acceptable level of competency established for the specific job assignment.
 - 2. Prepare the employee for assuming increased responsibilities in his/her current assignment.
- (c) **Upward Mobility Training.** Training designed to assist both an employee and the Department in achieving an upward mobility goal of mutual interest through a form approved plan (Government Code Section 19402). For training purposes, upward mobility is defined as access to movement:

University of California Santa Cruz Police Department

UC Santa Cruz PD Policy Manual

Training Policy

1. "From low paying classes with minimal career opportunities into higher paying classes with broader career opportunities."
 2. "Up within class series from entry level into journey levels to higher supervisory levels or into management positions."
 3. "Into classifications which traditionally have had little or no utilization of minorities, women, and the disabled."
- (d) **Career-Related Training.** Training designed to assist the employee in developing his/her career potential. This training should not relate to the achievement of a departmental upward mobility goal. It is designed to help provide the employee with an opportunity for self-development while also being of value toward achieving the Department's Mission. This training does not have to be related to the employee's current job, but the added benefits of competence and performance in present or future assignments should result from the training.

Whenever feasible, employees are encouraged to find course offerings in the local geographic area to reduce potential travel costs. Generally, attendance at any In-State training will be considered within the confines of budget constraints and available training funds. Attendance at Out-of-State training is generally discouraged, but will be evaluated on a case-by-case basis for Job-Required training, if there are no In-State offerings of the course.

All Training Request Forms will be placed in the employee's training file.

Completed training will be documented as required by policy.

208.8.2 COURSE ATTENDANCE AT OUT-SERVICE TRAINING

Employees shall attend out-service training in which they are enrolled. Employees who are unable to attend scheduled out-service training shall notify their supervisor immediately. Supervisors shall immediately notify the Training Sergeant of the cancellation and, if possible, provide the name of an appropriate replacement.

208.8.3 EXPENSE REPORTING AND REIMBURSEMENT

All employees shall submit expense and reimbursement forms within seven (7) working days after completion of the course, and as prescribed in existing University of California policy. Reimbursement for travel, per diem, and other associated costs will be reimbursed as prescribed within POST Guidelines, approved contract agreements, and University of California policy.

When an employee participates in upward mobility or career-related training, reimbursement for travel and per diem will not be allowed. Additionally, reimbursement for tuition, etc., must be approved in advance of course registration by the Chief of Police, and will be contingent upon successful completion of course requirements as specified by the training provider.

University of California Santa Cruz Police Department

UC Santa Cruz PD Policy Manual

Training Policy

208.8.4 COURSE EVALUATION

Within seven (7) working days after the completion of the course, the employee shall submit a copy of the course certificate of completion(if provided) to the Training Sergeant so that it may be added to the employee's training file.

Within seven (7) working days after completion of the course, the employee should provide the Training Sergeant with his/her personal written evaluation of the training course. The evaluation should include the following information:

- (a) General overview of the course including strengths and weaknesses of the training provided
- (b) Pertinent and/or new information, including training handouts for review by the Training Sergeant and/or Training Committee
- (c) A recommendation of whether or not to send additional Department employees to the training
- (d) Any recommendations for policy changes as a result of the training

The Training Sergeant will review and evaluate the employee's comment's to determine course relevancy and effectiveness. The Training Sergeant will consult with the Chief of Police or designee regarding information obtained. The Training Sergeant will retain a copy of the completed course evaluation with the original Training Request Form, in the employees training file.

208.8.5 EMPLOYEE RESPONSIBILITY DURING ATTENDANCE AT TRAINING

(a) Each employee attending out-service training shall agree to maintain continuous satisfactory performance in the prescribed field of study.

(b) Employees who fail to successfully complete an out-service training course for any reason will immediately notify their supervisor and the Training Sergeant.

(c) Employees who fail to demonstrate knowledge/proficiency of the training course subject matter, as demonstrated through course participation, written test(s), and/or practical exercises(s), shall be required to attend remedial training to achieve satisfactory performance standards.

(d) Employees who repeatedly fail to successfully complete a training course may be subject to corrective action in accordance with this Policy Manual, applicable University of California policy, applicable union contract, and/or law.

208.8.6 INSTRUCTOR CERTIFICATION AND SELECTION

The Department relies heavily upon its employees to provide on-going training in a variety of topics. Department instructors assume critical responsibility of facilitating the learning process for other departmental personnel. Serious consideration must be given to the individual's experience, skill and personal qualities.

Department instructors will be selected pursuant to Policy Manual section 1004 -- PROMOTIONAL, TRANSFER, AND SPECIAL ASSIGNMENT SELECTION POLICY.

University of California Santa Cruz Police Department

UC Santa Cruz PD Policy Manual

Training Policy

208.8.7 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) is a web-accessed system that provides training on the University of California, Santa Cruz 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 Training Sergeant.

Personnel assigned to participate in DTBs should only use the password and login name assigned to them by the Training Sergeant. 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 assure compliance with this policy.