

## Training Policy

### 202.1 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.

### 202.2 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. 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.

### 202.3 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.

### 202.4 TRAINING PLAN

It is the responsibility of the Training Officer 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.

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

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#### **202.5 TRAINING NEEDS**

The Chief of Police or designee will conduct a training-needs assessment of the Department. Upon approval by the staff, the assessment will form the basis for the training plan.

##### **202.5.1 CORE TRAINING CURRICULUM**

In order to provide a basic level of service over that which is provided by a certified Police Academy, all officers shall attend a basic core curriculum of training.

Personnel will attend these courses as soon as possible and practical after they successfully complete field training. The core curriculum consists of training in the following subject areas:

Breath Alcohol Testing

John Reid Interview Techniques

Standardized Field Sobriety

Rapid Medical Response

Excited Delirium

EVOC

Any other training mandated by legislation.

Officers shall attend these courses as they become available. When funds are restricted for training, these courses will take precedence over other courses or training, except when it is necessary to prepare an officer for a specialty where there is a demonstrated need.

##### **202.5.2 DEPARTMENT TRAINING**

Officers shall receive training from Department instructors on a recurring basis annually or as needed.

This training includes:

Firearms

OC Chemical Spray

Defensive Tactics

##### **202.5.3 SPECIALIZED TRAINING**

Training to prepare officers for specialized positions will be made available to those officers selected to fill those positions. This includes, but is not limited to, Field Training Officers, Accident Investigators, various specialized instructor positions, and positions in the Criminal Investigations Division.

##### **202.5.4 CIVILIAN TRAINING**

The Support Services Division Commander shall provide for the training of the civilian personnel other than the initial Police Services Representative training.

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#### 202.5.5 RECORDS

The Chief of Police or designee shall maintain a training file on all employees. These records are available to the individual employees, their supervisors, the Human Resources Division of the City and in response to legal subpoenas and appropriate Freedom of Information Act requests for records.

#### 202.6 TRAINING PROCEDURES

- (a) The same standards apply to attendance, punctuality, and conduct as they do for normal duty. Employees shall bring what equipment is needed or required by the course or the host agency or school.
- (b) When an employee is unable to attend mandatory training due to reasonable unforeseeable circumstances, 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. Make arrangements through his/her supervisor and the Training Officer to attend the required training on an alternate date, if one is offered.

#### 202.7 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Urbana 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 Officer.

Personnel assigned to participate in DTBs should only use login credentials assigned to them by the Training Officer. 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.