POLICY & PROCEDURE

STURGEON BAY POLICE DEPARTMENT

SUBJECT: **EMPLOYEE TRAINING**

NUMBER: 12.02
ISSUED: 05/05/2022
EFFECTIVE: 05/05/2022
☐ RESCINDS
☐ AMENDS

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

REFERENCE: WI State Statute: 165.85(4)(a)(7)

WILEAG 5TH EDITION STANDARDS: 12.1.5,12.2.1, 12.2.2, 12.2.5, 12.2.9

INDEX AS: Annual Training
Remedial Training
Training
Training Records

PURPOSE: The purpose of this Policy & Procedure is to establish guidelines for a Departmental training program that will provide a continuum of training based upon an assessment of needs for the Sturgeon Bay Police Department, as well as the individual needs of employees.

This Policy & Procedure consists of the following numbered sections:

I. POLICY

II. ANNUAL IN-SERVICE TRAINING

III. REMEDIAL TRAINING

IV. TRAINING RECORDS

I. POLICY

A. It is the policy of the Sturgeon Bay Police Department to provide training to all employees in order to promote Departmental efficiency and effectiveness; to establish and maintain standards of excellence in performance and service; and to achieve the maximum development of each employee's potential.

II. ANNUAL IN-SERVICE TRAINING

A. Pursuant to WI State Statute 165.85(4)(a)(7) all sworn officers shall complete at least 24 hours of annual re-certification training. Officers who do not complete 24 hours of re-certification training will be subject to de-certification. Officers decertified by the Wisconsin Training and Standards Bureau may be terminated from the Sturgeon Bay Police Department.

B. The intent of annual re-certification training is to meet state-mandated 24-hour training requirements, as well augment previous training and skills with current information regarding changes in legislation, advances in technology, revisions in policy, and areas of special interest and skill.

1. The state mandated training referred to above is met when an officer completes in any combination at least 24 hours of:

a) State approved in-service training provided by their employer; and/or

b) Instruction from schools which offer state approved recertification training.

C. Roll Call training shall be provided and utilized to provide information on items such as new laws, directives/policies, amended policies, new equipment, etc. Roll Call training shall also be used to update officers on officer safety issues and other tactical concerns. Low level DAAT and firearms drills may also be incorporated into Roll Call training as coordinated by the Departmental DAAT and Firearms Instructors and Shift Supervisors.

D. A WI Law Enforcement Standards Board (LESB) certified instructor must monitor any in-house training for LESB Unified Tactics topics.

III. REMEDIAL TRAINING

A. Remedial training is defined as personalized training used to correct a specific deficiency which may have been identified through:

1. Performance evaluations;

2. Evaluations during field training;

3. Observations by a supervisor during routine duties;

4. Following a sustained complaint by a citizen or other source.

B. Upon recommendation of an employee's supervisor, remedial training shall be scheduled for employees who:

1. Consistently demonstrate a lack of skill, knowledge, or ability in the performance of job-related skills;

2. Have been disciplined for conduct which can be corrected through remedial training.

C. When a supervisor determines that an employee needs remedial training, they shall forward a memo to the Chief of Police stating the deficiency. The Chief of Police shall decide of the stated need and recommend a course of action to correct any deficiency found.

D. Personnel in need of remedial training shall be notified in writing and informed of the reason for the need, as well as the date, time and location of the remedial training.

E. Upon completion of remedial training, all test scores, certifications, or other pertinent documents shall be forwarded to the Chief of Police for evaluation and inclusion in the employee's personnel file.

F. Failure to participate or respond to remedial training may result in a recommendation for disciplinary action.

IV. TRAINING RECORDS

A. The Department shall maintain a training record for each employee. The Assistant Chief shall maintain a "master" training record for each employee which permanently documents the attendance of Departmental personnel at training sessions. The record shall include:

1. Training registration application/confirmation

2. Type of training.

3. Title of training.

4. Date and number of hours of training; and

5. Location of training.

6. Lodging and travel arrangements as required, including expense receipts

7. Course curriculum

8. Completion certificate, training diploma certificate, etc.

B. Upon successful completion of a training course, employees shall provide a copy of the certificate of completion, and a memo outlining breakout sessions attended if applicable, to the Assistant Chief.

C. For all training the Department conducts, records will be kept that include course content (lesson plans), names of agency attendees, and performance of individual attendees as measured by tests, if administered.

D. Department members attending training outside the Department should always take a Department vehicle if one is available. Employees will not be reimbursed for mileage if he/she declines to use a Department vehicle when one was made available. If no Department vehicle is available, and employee utilized his/her personal vehicle, employee shall be compensated for mileage at the city's established rate.

Clinton Henry
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/23/2020