

Training

203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

203.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local, and the Indiana Law Enforcement Training Board (LETB) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

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 members.
- (c) Provide for continued professional development of department members.
- (d) Ensure compliance with Indiana LETB rules and regulations concerning law enforcement training.

203.4 TRAINING PLAN

It is the responsibility of the Chief of Police or the Chief of Police's 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 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 into the state-approved database (e.g., Acadis®).

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Chief of Police or the Chief of Police's designee 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.

The training requirements established by the Indiana Law Enforcement Training Board are only the minimum qualification standards and training requirements for officers. Additional training should be completed as necessary and appropriate (I.C. § 5-2-1-1).

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203.4.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations.

(a) Federally mandated training:

1. National Incident Management System (NIMS) training

(b) State-mandated training:

1. Officers shall receive all required training prior to a law enforcement assignment (I.C. § 5-2-1-9; 250 I.A.C. 2-6-1; 250 I.A.C. 2-2-1).
2. Officers shall complete all required in-service training including but not limited to School Resource Officer basic course training (I.C. § 5-2-1-9; I.C. § 5-2-8-1; I.C. § 5-2-8-2; I.C. § 5-2-8-5; I.C. § 36-8-3-20; 250 I.A.C. 2-7-1).
3. Part-time and reserve officers shall complete all required pre-basic and in-service training as required by state law (I.C. § 36-8-3-20; 250 I.A.C. 2-9-1; 250 I.A.C. 2-7-1; 250 I.A.C. 2-8-1).
4. Officers shall complete all training required by the LETB pursuant to the operative LETB Uniform Statewide Policy on Deadly Force and the LETB Uniform Statewide Defensive Tactics Training Program Policy established under the authority of I.C. § 5-2-1-1 and I.C. § 5-2-1-9 (250 I.A.C. 2-7-1).

203.4.2 ACCREDITATION TRAINING

The Indiana Law Enforcement Accreditation Commission (ILEAC) requires or recommends the following training for all members:

(a) Required training:

1. All members shall receive training on the Personnel Complaints Policy.
2. Appropriate members are trained in conducting interviews/interrogations.
3. Appropriate members are trained in conducting preliminary investigations.
4. Appropriate members are trained in conducting follow-up investigations.
5. Appropriate members receive annual in-service training in handling family violence cases.
6. Supervisors receive training appropriate to their position/rank within 12 months of their promotion.

(b) Recommended training:

1. All members should receive training on the Standards of Conduct Policy.

203.4.3 IN-SERVICE TRAINING SCHEDULE

Refresher in-service training, as applicable to member assignments, should be conducted on the following schedule:

(a) Semiannual training:

1. Training on the use of force

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2. Firearms qualification
- (b) Annual training:
 1. Firearms
 2. Use of force/LETB Uniform Statewide Policy on Deadly Force
 3. Emergency vehicle operation
 4. Vehicle Pursuits Policy, including lawful intervention techniques
 5. Addiction
 6. Disabilities
 7. Autism
 8. Alzheimer's disease
 9. Endangered persons
 10. Human trafficking
 11. Domestic or family violence, child abuse, and sudden infant death syndrome (SIDS)
 12. Cardiopulmonary resuscitation and the Heimlich maneuver
 13. De-escalation techniques, including alternatives to force
 14. Hazardous materials awareness
 15. Preliminary investigations
 16. Communicable diseases
 17. Harassment in the workplace (i.e., discriminatory harassment)
- (c) Biennial training
 1. Indiana Data and Communications System (IDACS)
 2. Control devices
 3. Unarmed self-defense tactics, if applicable
- (d) Triennial training
 1. Ethics
 2. Racial/bias-based profiling and policing
 3. Field Training Officer
 4. Detainee processing
 5. Handling emotionally disturbed persons, persons suffering mental disturbances, or emotional crises
- (e) Additional training mandated by the Chief of Police or the Chief of Police's designee

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203.4.4 FAILURE TO COMPLETE IN-SERVICE TRAINING

If an officer or reserve officer fails to complete the required hours of in-service training in a calendar year as set forth in 250 I.A.C. 2-7-1, they should advise the Chief of Police or the Chief of Police's designee. The member in noncompliance shall be immediately suspended from exercising their police powers until the member has completed the necessary in-service training hours and met the additional requirements in 250 I.A.C. 2-7-4. The suspension of a member's police powers shall be documented in the member's training record (250 I.A.C. 2-7-4).

203.4.5 REMEDIAL TRAINING

Remedial training is directed at resolving a particular issue/deficiency or improving the performance of a member in a particular area within a given time period. Once it has been determined that remedial training is needed, the training should be conducted as soon as practicable. Remedial training shall be documented in the same manner as other training. Remedial training may be initiated in a number of different ways, including:

- (a) Supervisor identified - Supervisors have an opportunity on a daily basis to identify member performance deficiencies and develop remedial training to correct them.
- (b) Performance evaluations - Performance evaluations provide an opportunity to identify and correct deficiencies by the evaluator during the performance evaluation process (see the Performance Evaluations Policy).
- (c) Field training - Remedial training occurring during the member's field training period shall be addressed in accordance with the Field Training Policy.
- (d) Internal Affairs - Individualized remedial training may also be appropriate to address deficiencies identified as a result of an internal affairs investigation.
- (e) Performance history audits - Member performance that is identified in a performance history audit may be addressed through remedial training to correct deficiencies (see the Performance History Audits Policy).
- (f) Instructor identified - Failure to meet minimum training examination/scores may result in remedial training by the instructor.

203.4.6 CAREER DEVELOPMENT

The Chief of Police or the Chief of Police's designee shall be responsible for administering a career development strategy for officers that should:

- (a) Encourage mentorship.
- (b) Promote officer retention.
- (c) Promote leadership development opportunities.

203.5 TRAINING COMMITTEE

The Chief of Police or the Chief of Police's designee may establish a Training Committee, on a temporary or as-needed basis, which will assist with identifying training needs.

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If established, committee members shall be selected by the Chief of Police or the Chief of Police's designee based on their ability to assess incidents and identify related training needs. The Chief of Police or the Chief of Police's designee 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 an incident. Specific incidents the Training Committee should review include, but are not limited to:

- (a) Any incident involving the death or serious injury of a member.
- (b) Incidents involving a high risk of death, serious injury or civil liability.
- (c) Incidents identified by the Department to determine possible training needs.

The Training Committee should convene on a regular basis, as determined by the Chief of Police or the Chief of Police's 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 Chief of Police or the Chief of Police's designee. The recommendation should not identify specific facts of any incidents, such as identities of members involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Chief of Police or the Chief of Police's designee will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and the available resources. Training recommendations as determined by the Chief of Police or the Chief of Police's designee shall be reviewed and implemented as appropriate.

203.6 TRAINING ATTENDANCE

- (a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to:
 - 1. Court appearances.
 - 2. Previously approved vacation or time off.
 - 3. Illness or medical leave.
 - 4. Physical limitations preventing the member's participation.
 - 5. Emergency situations or department necessity.
- (b) Any member who is unable to attend training as scheduled shall notify his/her supervisor as soon as practicable but no later than one hour prior to the start of training and shall:
 - 1. Document his/her absence in a memorandum to his/her supervisor.
 - 2. Make arrangements through his/her supervisor or the Chief of Police to attend the required training on an alternate date.

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203.7 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Franklin Community Schools 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 Chief of Police or the Chief of Police's designee.

Members assigned to participate in DTBs shall only use the login credentials assigned to them by the Chief of Police or the Chief of Police's designee. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session, members 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.

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shifts or as otherwise directed by their supervisor. Members should not allow uncompleted DTBs to build up over time, and 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-enabled computer, members shall only take DTBs as part of their on-duty assignments, unless directed otherwise by a supervisor.

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

203.8 TRAINING RECORDS

Officers shall provide a report each year to the Chief of Police or the Chief of Police's designee regarding their annual in-service training status (I.C. § 5-2-1-1; 250 I.A.C. 2-8-1).

The Chief of Police or the Chief of Police's designee shall submit a written report to the Executive Director of the Indiana LETB detailing the basic and in-service training status of each officer by January 31 each year (I.C. § 5-2-1-1; 250 I.A.C. 2-8-3).

The Chief of Police or the Chief of Police's designee is responsible for the creation, filing, and storage of all training records. Training records shall be retained in accordance with the established records retention schedule.

203.8.1 RESERVE OFFICER TRAINING RECORDS

The Chief of Police or the Chief of Police's designee shall verify that each reserve officer has completed the required annual in-service training at the end of each calendar year (250 I.A.C. 2-8-1).

203.8.2 TRAINING RECORD REQUIREMENTS

For any training class or course conducted or delivered by or on behalf of the Department, the Chief of Police or the Chief of Police's designee shall maintain training records that include but are not limited to:

- (a) Course content or lesson plan.

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- (b) Names of persons attending the class or course.
- (c) Performance of attendees, including qualification or test results, as applicable.
- (d) Names of instructors.