

Training

205.1 POLICY

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

205.2 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.

205.3 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 ILETSB rules and regulations concerning law enforcement training.

205.4 DIVISION COMMANDER

The Chief of Police shall designate a Division Commander who is responsible for developing, reviewing, updating, and maintaining the department training plan so that required training is completed. The Division Commander should review the training plan annually.

205.5 TRAINING PLAN

It is the responsibility of the Division Commander 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. 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.

Updates and revisions may be made to any portion of the training plan at any time it is deemed necessary.

The plan will address all required training.

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205.5.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations. Additional required training may be identified in individual policies.

- (a) Federally mandated training:
 - 1. National Incident Management System (NIMS) training
- (b) State-mandated training:
 - 1. Officers must successfully complete the Minimum Standards Basic Law Enforcement Training Course or a similar ILETSB-approved training program within six months of full-time employment (50 ILCS 705/8.1).
 - (a) The basic training requirement may be waived if the employee is eligible for certification by meeting training and certification standards within the parameters, extensions, and exceptions set by ILETSB (50 ILCS 705/8.1).
 - (b) State-mandated training requirements every year include (50 ILCS 705/7; 50 ILCS 705/7.1):
 - 1. Legal updates.
 - 2. Emergency medical response training and certification.
 - 3. Crisis intervention training.
 - 4. Officer wellness and mental health.
 - 5. Firearms Restraining Order Act.
 - 6. Use of force (must include scenario-based or similar training in accordance with ILETSB mandates).
 - (c) State-mandated training requirements every three years include (50 ILCS 705/7; 50 ILCS 705/10.6; 725 ILCS 203/20):
 - 1. Constitutional and proper use of law enforcement authority.
 - 2. Procedural justice.
 - 3. Civil rights.
 - 4. Human rights.
 - 5. Mandatory child abuse reporting.
 - 6. Cultural competency.
 - 7. Mental health awareness and response.
 - 8. Training on sexual assault and sexual abuse response and report writing (see the Sexual Assault Investigations Policy).
 - 9. ILETSB-approved use of force training, including policies and laws related to stops and searches and officer safety techniques.
 - 10. Scenario-based role-playing (six hours de-escalation and six hours high-risk traffic stops) in accordance with ILETSB mandates.

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- (d) State-mandated training requirements every four years include:
 - 1. Homicide investigator training for investigators (50 ILCS 705/10.11).
- (e) State-mandated training requirements every five years include:
 - 1. Domestic violence (725 ILCS 5/112A-27; 750 ILCS 60/301.1).

205.5.2 PROBATIONARY TRAINING

Probationary officers are required to satisfactorily complete minimum training mandated by the ILETSB in order to be eligible for permanent employment (50 ILCS 705/7).

205.5.3 NON-SWORN ORIENTATION

All non-sworn members of the Department shall receive information regarding:

- (a) The Department's role, purpose, goals, policies, and procedures.
- (b) Working conditions and regulations.
- (c) Responsibilities and rights of employees.

205.6 TRAINING NEEDS ASSESSMENT

The Administration will conduct an annual training-needs assessment of the Department. The needs assessment will be reviewed by staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

205.7 TRAINING COMMITTEE

The Field Training Coaches and Supervisors 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 Field Training Coaches and Supervisors 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 Field Training Coaches and Supervisors should convene on a regular basis as determined by the Division Commander 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 Division Commander. 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 Division Commander 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.

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205.8 TRAINING PROCEDURES

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor, in coordination with the Division Commander. Excused absences from mandatory training should be limited to the following:
 - 1. Court appearances
 - 2. First choice vacation
 - 3. Pre-approved Sick leave
 - 4. Physical limitations preventing the employee's participation
 - 5. Emergency situations
 - 6. Other exceptions as approved by the supervisor or Division Commander.
- (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. Document his/her absence in a memorandum to his/her supervisor. This information should be forwarded to the Division Commander.
 - 3. Make arrangements through his/her supervisor and the Division Commander to attend the required training on an alternate date.

205.8.1 TRAINING CERTIFICATES

An individual training file shall be maintained by the Department for each employee. Training files will contain records of all training and education mandated by law or the Department, including firearms qualifications and mandated annual proficiency requalification.

It shall be the responsibility of the involved employee to provide the [trainingManager] or designee with evidence of completed training/education in a timely manner.

205.9 TRAINING RECORDS

The Division Commander is responsible for the creation, filing, and storage of all training records (50 ILCS 705/8.1). Training records shall be retained in accordance with the established records retention schedule.

205.10 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Illinois State University 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 Division Commander.

Members assigned to participate in DTBs shall only use login credentials assigned to them by the Division Commander. 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

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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.

205.11 SPECIALIZED TRAINING

The Department shall provide skill development to all personnel upon functional reassignment or promotion.

Numerous assignments within the Department require specialty training. The purpose of specialty training is to provide skills, knowledge and ability in addition to those taught in either basic or other in-service training. Specialized training provided to Department members will incorporate the following performance objectives:

1. Development and/or enhancement of the skills knowledge and relevant abilities of the particular position or assignment.
2. Provisions for supervised on-the-job training.