	ANDOVER POLICE DEPARTMENT GENERAL ORDER	Number: M1301 Page: 1 of 5 Distribution: All
Title: TRAINING: ORGANIZATION & ADMINISTRATION		Section: Training
Issued: 08/30/2011	Effective: 09/07/2011	Revised: 09/25/2013
Rescinds: All Previous	Amends:	
CALEA References: 33.1.1 – 33.1.7		
Review: Annual	Authority: Chief Michael A. Keller	

I. Purpose

The purpose of this General Order is to establish procedures for the management of the department's training function to include responsibilities and maintenance of records.

II. Policy

The department recognizes that education and training are keys to professionalism and to providing public service excellence. It is essential that members receive proper training at the beginning of their employment and throughout the course of their careers. Department training programs will ensure that the needs of the department are addressed and that there is accountability for all training provided. Additionally, training will be consistent with and uphold the department's goals, objectives, values and mission.

III. Definitions

(This section intentionally left blank).

IV. Regulations

A. Members shall not falsify training records [F].

B. Members shall not fail to attend mandatory training or fail to attend training they have agreed to attend without prior approval from a Division Commander or higher authority [B].

V. Procedures

A. Training Management – Responsibilities

Rev. 09252013

1. A Patrol Supervisor will be designated as the department's Training Coordinator. The Training Coordinator, in addition to other duties, will develop and administer training programs, coordinate training with other agencies and institutions, and oversee the design and implementation of training courses recommended by the department's training committee. The Training Coordinator's responsibilities include (33.1.1c):
   a. Plan and develop training programs.

b. Annually, coordinate three mandatory training sessions for department members (Spring, Summer, Fall).
c. Maintain training records for all department employees.
d. Notify department employees of required training and available training.
e. Track attendance at required training.
f. Implement new training programs.
g. Evaluate training programs.
h. Coordinate training programs with other agencies and institutions.
i. Assist with selection and training of instructors from within the department to address specific needs.
j. Evaluate ongoing training and provide a semi-annual report to the Chief of Police. One report will be submitted in January of every year and will list the number of training hours earned by each department member individually. The second report will be submitted in the first week of June and will list the number of training hours earned by each officer individually.

2. Training Committee – The purpose of the training committee is to assist in identifying, developing and evaluating training needs and to serve as a means of input from different department components, as well as to facilitate the overall training effort of the department (33.1.1a, 33.1.1b, 33.1.1c). The committee is composed of the following permanent members:
   a. Training Coordinator – Chairperson.
   b. Operations Commander.
   c. Investigation Section Commander.
   d. Special Services Commander.
   e. Director of Communications.
   f. Accreditation Manager (If different from above).
   g. An officer at large who shall be appointed by the Chief of Police for a one year term beginning December 1st of every year.

Rev. 10042012

3. The Chief of Police may appoint additional temporary members to the training committee at his discretion (33.1.1b).

Rev. 10042012

4. The training committee will meet in December of each year to develop the upcoming year's annual training curriculum for the department, and as deemed necessary by the Chief of Police or the Training Coordinator. In addition, the training committee should be available to perform other training duties as specified by the Chief of Police to include, but not limited to (33.1.1d):
   a. Identify specific training resources (both public and private).
   b. Develop annual training curricula for the Department.
   c. Develop specific training programs and lesson plans.
   d. Evaluate training programs and set standards of individual performance.
   e. Review and make recommendations regarding training equipment and facilities.
   f. Facilitate goals of the committee by developing explicit training objectives.

5. The Training Coordinator, following the December training committee meeting, will forward recommendations made by the training committee to the Chief of Police (33.1.1e).

B. Training Attendance Requirements (33.1.2)

1. Members are required to attend all mandatory training unless their attendance is excused by a Division Commander or higher authority. Acceptable reasons for missing mandatory training includes, but is not limited to, court appearances, department business of an emergency nature, personal emergencies, etc.
2. Members who are absent from mandatory training are required to coordinate with the Training Coordinator to make up the training within a reasonable period of time.
3. Whenever possible, the Training Coordinator should record classroom presentations presented by outside instructors for documentation and for presentation to absent employees.
4. Members are expected to attend elective training that they have volunteered to attend unless their attendance is excused by a Division Commander or higher authority.
5. Members attending in-house training are required to sign an attendance log at the beginning of every training session. The Training Coordinator is required to ensure the training log is available for all in-house training, and for ensuring the completed log is submitted to the Office of the Chief of Police upon conclusion of the training.
6. Members attending training outside of the department shall complete and submit APD Form 38 – Training Report to the Office of the Chief of Police within one week of attending outside training.
7. The Office of the Chief of Police will ensure all submitted training is reported to the Kansas Commission on Peace Officer Standards and Training, and documentation of the training maintained internally.

C. Training Expenses (33.1.3)

1. Training that has been approved pursuant to General Order M1110 Fiscal Management will be paid for by the department.
2. Travel, meal, lodging and other expenses related to training that have been approved pursuant to General Order M1110 Fiscal Management will be paid for or reimbursed by the department.
3. Members are responsible for their own meals and transportation to and from in-house training, and outside training occurring in Sedgwick or Butler County. Officer's issued personally assigned vehicles (PAV) may use their department vehicle to go to and return from training regardless of the location of training.

4. Members instructing in-house training may use a department vehicle to transport equipment and supplies to the location of the training.

D. Lesson Plans

1. Lesson plans are required for all training conducted by the department.
2. Lesson plans will be submitted to the Training Coordinator for review not less than 10 days before the scheduled training. The Training Coordinator will ensure the lesson content is consistent with department policy, as well as federal, state and local legal requirements. The lesson plan will be forwarded to the Chief of Police for final approval upon review by the Training Coordinator (33.1.4c).
3. The Training Coordinator will maintain a copy of all approved lesson plans.
4. Each lesson plan must contain, but is not limited to:
   a. Teaching techniques to be used (lecture, group activity, etc.) (33.1.4b);
   b. Job related objectives (33.1.4a);
   c. Performance related objectives (33.1.4a);
   d. Content of the training (33.1.4b), and;
   e. Plans for evaluating the participants on the material taught (33.1.4d).
   f. Class/Instructor evaluations.

E. Remedial Training (33.1.5)

1. The department may make remedial training available for those employees having a need for such training when it is in the best interest of the department and the employee.
2. Should an employee fail to complete a training program or achieve a passing score in a particular unit of instruction, the instructor may work with the employee to correct the deficiency. If initial efforts fail to correct the deficiency, the Training Coordinator will forward a written report to the employee's Division Commander, the Chief of Police and the employee concerned documenting the employee's deficiency and failure to meet department standards. Should remedial training be warranted, the report will include (at a minimum) the circumstances and criteria used to determine the need for remedial training, the proposed time-table for completing the remedial training, and the consequences of participation or non-participation on the part of the affected personnel. The report should also recommend appropriate personnel action should the employee fail to respond satisfactorily to remedial training.
3. Remedial training is an option available to the department and will be offered at, and within, the sole discretion of the Chief of Police.

F. Maintenance of Training Records (33.1.6)

1. Attendance Logs and Training Reports will be submitted to the office of the Chief of Police for the purpose of updating employee training records.
2. The employees training record should document the date of training, the type of training received, any certificates received, attendance and performance on tests, if applicable, for each training class attended by an employee.
3. The information will also be submitted to the Kansas CPOST central registry and into the department's computer program used for documenting training.

G. Training Class Records

1. The Training Coordinator will maintain records of each training class conducted by the department. The record of each training class will include:
   a. The course content (lesson plans/handouts) (33.1.7a).
   b. Names of attendees (33.1.7b).
   c. Performance of individual attendees as measured by tests, if administered (33.1.7c).
   d. Class evaluations.