

Columbus Police Division Directive	EFFECTIVE	NUMBER
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<b>Training</b>		



## I. Policy Statements

### A. General Information

1. Division personnel shall complete all mandatory or requested training courses as scheduled and approved.
2. Division personnel failing to meet specific job requirements may be required to attend remedial training for technical skills development.
3. Division personnel registered for Division-funded or outside training who do not attend and do not cancel within the required cancellation period are subject to reimbursing the Division for any forfeited fees and costs.
4. Division personnel who incur costs related to requested training before receiving final approval risk not being reimbursed for these costs (for example, registration or travel fees.)
5. ***Division personnel who cancel training for personal reasons when a cost is incurred, shall immediately notify the Fiscal Operations Section via email. Personnel who cancel for personal reasons shall not be reimbursed for non-refundable expenses without approval from the Chief of Police.***
6. The provisions in this directive only apply when Division personnel are attending training on behalf of the Division and not in a personal capacity on their own time and using their own funds.

### B. Division-Sponsored Training

1. All Training
  - a. Division personnel intending to instruct any course within the Division shall submit a copy of the lesson plan ***using the Training Lesson Plan, form S-70.119***, and all instructional and testing material to the Training Bureau Commander or his/her designee for approval prior to conducting the course. The Training Bureau Commander or his/her designee may present the lesson plan to the Training Committee for approval as deemed necessary. Division personnel shall not conduct any training courses until approved by the Training Bureau Commander or his/her designee.

Note: When possible, submit materials electronically. The Training Bureau Commander or his/her designee will notify the instructor electronically of approval.

- b. Division personnel shall document their attendance through the sign-in mechanism, paper or electronic, provided by the instructor in order to receive credit for the course.
- c. The course instructor shall ensure all completed Advanced Training Attendance Records, form **J-10.119**, are forwarded to the Advanced Training Administrative Unit for filing and entry into the training database.
- d. Division personnel unable to attend scheduled training for any reason shall notify their supervisor prior to the scheduled training date or as soon as practical. Division supervisors shall send email notifications to the "Training" email account. Division personnel shall request rescheduling information for an excused absence. Any deviation from this notification process shall require appropriate documentation.
- e. Division personnel needing to be excused while participating in a mandatory training class shall request permission from their chain of command and shall notify the class instructor.
- f. Personnel with an unexcused absence from a mandatory or Division-funded training class may be subject to discipline. Training Bureau personnel shall report unexcused absences to the Training Bureau Commander. This information shall be forwarded to the involved personnel's bureau commander/manager for disposition.

Note: Unexcused absences for **bureau** commanders/managers and deputy chiefs shall be sent directly to their immediate supervisor.

## 2. In-Service Training

- a. The Training Committee shall designate Division-wide annual in-service training, subject to the approval of the Chief of Police.
- b. Each subdivision, bureau, section, or unit within the Division may designate additional annual mandatory training.

This training will be the responsibility of the appropriate training coordinator, who may request development assistance from Training Bureau personnel.

## 3. Roll Call Training

- a. Roll call training procedures shall be established by subdivision, bureau, section, or unit SOP and should address the following:
  - (1) Planning
  - (2) Techniques
  - (3) Instructional methods
  - (4) Instructional personnel
  - (5) The role of supervisors and personnel
  - (6) Evaluation of the training
- b. The Advanced Training Section has established guidelines to assist training coordinators in developing and disseminating roll call training information.

- c. Personnel requesting assistance in developing roll call training shall forward the request through the chain of command to the appropriate training coordinator.
- d. All roll call training shall be documented on the Advanced Training Attendance Record or via the Division's electronic training software. Once completed, training records shall be forwarded to the Advanced Training Administrative Unit in printed or electronic format.

#### 4. Specialized Training

- a. Specialized training shall be submitted to the bureau commander/manager with a copy of the lesson plan and all instructional and testing material for approval.
- b. Immediate supervisors of personnel working jobs requiring specialized training are responsible for ensuring, within the parameters of their authority, that the training is provided and accomplished. The training shall:
  - (1) Be designed to develop and/or enhance the skills, knowledge, and abilities particular to the specialization.
  - (2) Include training in the management, administration, supervision, personnel policies, and support services for the unit, as applicable.
  - (3) Provide supervised on-the-job training as applicable.
- c. The involved supervisor shall document completion of the training and forward this information to the Advanced Training Administrative Unit for filing and entry into the training database.

#### 5. Promotional Skills Development

- a. Sworn personnel who have been recently promoted to sergeant or are nearing promotion shall attend the Basic Supervisory Development Course (BSDC). The Advanced Training Section will assist in notifying and scheduling personnel for this training.
- b. Civilian personnel who have been recently promoted to a supervisory position or are nearing promotion shall attend any training designated by their bureau or the Advanced Training Section.

#### C. Outside Training Courses

- 1. Outside training courses are generally limited to personnel with at least three years of service with the Division.
- 2. An employee's selection, as determined by the employee's chain of command, shall be influenced by:
  - a. Overall work performance record
  - b. Recommendations from the immediate supervisor
  - c. Suspensions or reprimands of a serious nature
  - d. Eligibility for promotion
  - e. Present or anticipated future assignments

- f. Other training such as college courses, online courses, and evening courses
  - g. Potential benefit to the Division
  - h. Agreement to assist in the development of training materials and/or instruct other personnel in the course subject if applicable
3. Attendance at extended or long-term courses, such as the FBI National Academy or Police Executive Leadership College (PELC), shall be limited to supervisors. Supervisors desiring to attend these courses shall submit a written request through their chain of command to the Academic Advisory Board. The Academic Advisory Board shall make a final recommendation to the Chief of Police. All other procedures in the request for training remain the same.

Note: Supervisors need to attend a course taught locally before applying for a long-term course out-of-state.

4. Ohio Peace Officer Training Academy (OPOTA) Course(s)
- a. Personnel shall not register themselves or their subordinates for an OPOTA course until the chain of command and Advanced Training Administrative Unit approve it.
  - b. Prior to registering and upon approval from the employee's chain of command to attend the requested training, the employee shall send the Advanced Training Administrative Unit the approval paperwork.

Note: Even if a course is free and offered at the Training Academy, chain of command approval is still required.

- c. The Advanced Training Administrative Unit shall notify all applicants whether the training was approved. Registration for OPOTA courses shall be completed through the Ohio Law Enforcement Gateway (OH-LEG) website by each course attendee.
- d. Personnel shall not contact OPOTA to request the amount in the Division's exchange credit bank.

## **II. Procedures**

### **A. Elective Training Courses**

- 1. Requesting Employee
  - a. Complete an Advanced Training Elective Course Registration, form S-70.117.
  - b. Forward to your immediate supervisor.
- 2. Immediate Supervisor

Approve and sign the Advanced Training Elective Course Registration form and forward to the Advanced Training Administrative Unit.

3. Advanced Training Administrative Unit
    - a. Forward an email notification to the employee advising **of** approval/disapproval for elective training courses.
    - b. When course seats are limited, forward registration to the Training Bureau Commander for determination.
  4. Training Bureau Commander
    - a. Consult with the **bureau** commander/manager of the employee.
    - b. Make a determination regarding approval/disapproval of elective training and notify the employee.
- B. Outside Training Courses
1. Requesting Employee
    - a. Complete a Request to Travel/Attend Outside Training, form S-70.116.
    - b. Attach printed material furnished by the provider describing the course. Acceptable printed material includes a brochure, flyer, or course description printed on the provider's official letterhead.
    - c. Forward the printed form(s) through your chain of command.
  2. Immediate Supervisor
    - a. Review any past critiques of the requested school/course that are on file with the Advanced Training Administrative Unit.
    - b. Contact the Advanced Training Administrative Unit to determine if the course is being offered locally in the near future.
    - c. Complete the supervisory section of the Request to Travel/Attend Outside Training form.
    - d. Make a recommendation of approval/disapproval and forward it through the chain of command.
  3. Bureau Commander/Manager
    - a. Approve/disapprove the request, subject to availability of funding or exchange credits.

Note: Approve in-state travel/training if the only costs involved are personnel being on special assignment and/or the use of a City vehicle.

    - b. Forward all requests to the Fiscal Operations Section.
  4. Fiscal Operations Section
    - a. File no-cost training requests.
    - b. Determine the funding source for the request and forward the request to the appropriate deputy chief.
  5. Deputy Chief
    - a. Approve/disapprove expenditures when the per person cost is less than \$2,000 and there are funds available in the subdivision's allotted training budget for the calendar year.

- b. Obtain approval from the Chief of Police for all training over \$2,000 per person; when the costs will exceed the subdivision's allotted training budget; or when travel is requested outside of Ohio for training and involves the expenditure of general funds, seizure funds, or Continuing Professional Training funds.
  - c. Forward the request to the Administrative Subdivision Deputy Chief.
6. Administrative Subdivision Deputy Chief
- a. Review the request and the identified funding source or availability of exchange credits.
  - b. Forward approved requests to the Fiscal Operations Section.
  - c. Forward disapproved requests to the Advanced Training Administrative Unit and send a copy to the Personnel Unit for filing in the employee's **master** personnel file. Ensure the requesting chain of command is notified of disapproval.
7. Chief of Police
- a. Approve/disapprove requests for training when the cost is greater than \$2,000 per person or involves travel outside of Ohio and involves the expenditure of general funds, seizure funds, or Continuing Professional Training funds.
  - b. Forward requests to the Administrative Subdivision Deputy Chief.
8. Fiscal Operations Section
- a. Advise the employee and the Advanced Training Administrative Unit of approved requests.
  - b. Keep a record of all training requests.
  - c. Arrange for funds to be released as directed by the Administrative Subdivision Deputy Chief.
  - d. Forward a copy of approved/disapproved requests to the Advanced Training Administrative Unit.
9. Employee
- a. When notified of an approved request requiring funds, contact the Fiscal Operations Section to arrange for funds disbursement.
  - b. Upon completion of the training:
    - (1) Forward a copy of the completion certificate or proof of attendance to the Advanced Training Administrative Unit.
    - (2) Notify the Advanced Training Administrative Unit if the course should not be recommended.
10. Advanced Training Administrative Unit
- a. Forward an email notification to the employee advising of the approved outside training.
  - b. Maintain copies of all requests pursuant to retention schedules.

- c. Maintain a file containing:
  - (1) The training requested,
  - (2) Who approved/disapproved the request,
  - (3) All costs associated with the training, **and**
  - (4) An evaluation of the training if received.
- d. Make an entry in the training database indicating completion of the training.

C. On or Off-Duty Instruction Outside the Division of Police

1. Instructor Employee

- a. Complete an Instructor Authorization Form, S-70.104, and forward it through the chain of command to your deputy chief.
- b. If exchange credits are to be received, forward a copy to the Advanced Training Administrative Unit.
- c. If the instruction does not qualify as off-duty employment, turn in any monetary or tangible gratuities, other than exchange credits, to the Fiscal Operations Section or Property Control Unit during the next regular tour of duty as applicable.

2. Deputy Chief

- a. Approve/disapprove the request.
- b. Notify the employee of the approval/disapproval.
- c. Forward the request to the Advanced Training Administrative Unit.
- d. Forward a copy of the request to the Division's Legal Advisor.

3. Advanced Training Administrative Unit

- a. Maintain copies of all requests.
- b. Maintain a record of instructor exchange credits.