

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 training, **and all elective or** requested training courses, as scheduled and approved. **Failure to complete any mandatory training may result in Division personnel being relieved from assignment and/or discipline.**
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 **elective** 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 Fiscal Operations **personnel** via email. Personnel who cancel for personal reasons shall not be reimbursed for nonrefundable expenses without approval from the Chief of Police.
6. **Division personnel requesting assistance in developing training shall forward the request through the chain of command to the appropriate training coordinator. The Advanced Training Section has established guidelines to assist personnel in developing and disseminating training information.**
7. 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. **Division-wide or Multiple Bureau** Training
  - a. Division personnel intending to instruct any course **Division-wide or for multiple bureaus, either in-person or using the Division's electronic training system**, shall submit a copy of the lesson plan using the Training Lesson Plan, form S-70.119, and all instructional and testing material **through the chain of command to the involved**

**commander and then** to the Training Bureau Commander or his or her designee for approval prior to conducting the course. The Training Bureau Commander or his or 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 or her designee.

Note: When possible, submit materials electronically. The Training Bureau Commander or his or 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 **or complete** 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. Sworn Division personnel shall obtain certification for mandatory Cardiopulmonary Resuscitation (CPR) training twice annually, one time within each of two designated six month periods.**
- c. Sworn Division personnel shall obtain certification for mandatory basic first aid training once every two years or as required by the Division.**



- 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 **the following**:
    - 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 **the** Advanced Training Administrative Unit approve **the request for training**.

- 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.

## II. Procedures

### A. Elective Training Courses

1. Requesting Employee

Complete an Advanced Training Elective Course Registration, form S-70.117, **and** forward it to your immediate supervisor.

2. Immediate Supervisor

Approve and sign the Advanced Training Elective Course Registration form and forward **it** 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. Complete the supervisory section of the Request to Travel/Attend Outside Training form.
- b. Make a recommendation of approval/disapproval and forward it through the chain of command.

3. Bureau Commander/Manager

- a. **Recommend approval/disapproval of** the request, subject to availability of funding.

Note: **A bureau commander/manager may** approve in-state travel/training **not related to defensive tactics or ordnance training** if the only costs involved are personnel being on special assignment and/or the use of a City vehicle. **Inform the requesting personnel when these requests are approved or denied.**

- (1) **Forward requests related to defensive tactics or ordnance training to the Training Bureau Commander or his or her designee.**

**Note: If the request for training is denied by the the Training Bureau Commander or his or her designee, notify the requesting personnel.**

- (2) Forward requests **not related to defensive tactics or ordnance training** to Fiscal Operations.

4. **Training Bureau Commander or Designee**

- a. **Review the request for training related to defensive tactics or ordnance, solicit input from Defensive Tactics Unit and Ordnance Unit supervisors, and recommend approval/disapproval of the request.**

(1) **If approved, forward the request to Fiscal Operations.**

(2) **If disapproved, return request to the bureau commander/manager.**

5. Deputy Chief

- a. **Review the request and the identified funding source.**

b. 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.

c. 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.

d. **Forward approved requests to Fiscal Operations.**

e. **Forward disapproved requests to the Advanced Training Administrative Unit and send a copy to Human Resources personnel for filing in the employee's master personnel file. Ensure the requesting chain of command is notified of the disapproval.**

6. 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 **appropriate** subdivision **deputy chief**.

7. Fiscal Operations **Personnel**

- a. **File no cost training requests.**
- b. **Determine a funding source for the requested training and forward the request to the appropriate deputy chief.**
- c. Advise the **involved** employee upon receipt of deputy chief approval to attend training.
- d. Arrange for funds to be released as directed by the **appropriate** subdivision **deputy chief**.
- e. Keep a record of all training requests.
- f. Forward a copy of **all** approved/disapproved requests to the Advanced Training Administrative Unit.

8. Employee

- a. When notified of an approved request requiring funds, contact Fiscal Operations **personnel** 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.

**Note: Forensic Services Bureau personnel should follow the guidelines established in their Standard Operating Procedures for the submission of records related to the completion of specialized forensic science training or conference attendance.**

9. 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-**Duty** 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 **from OPOTA**, forward a copy to the Advanced Training Administrative Unit.

**Note: The issuance and use of exchange credits is managed by OPOTA personnel. Any questions related to the use of OPOTA exchange credits are to be directed 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 Fiscal Operations **personnel** or **the** 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.