

# University of Chicago Police Department

## GENERAL ORDER

<b>Effective Date:</b> February 15, 2018		<b>Number:</b> <b>GO 301</b>
<b>Subject:</b> <b>Training and Professional Development</b>		
<b>References:</b> CALEA: 33.1.1, 33.1.2, 33.1.3, 33.1.4, 33.1.5, 33.1.6, 33.1.7, 33.2.3, 33.2.4, 33.3.1, 33.4.1, 33.4.2, 33.4.3, 33.5.1, 33.5.2, 33.5.3, 33.5.4, 33.6.1, 33.7.1, 33.7.2, 33.8.1, 33.8.2, 33.8.3, 33.8.4, Ill. Statutes 50 ILCS 705, University of Chicago Financial Services Policy 1202.		
<b>Reevaluation Date:</b> Annually		<b>No. Pages:</b> 10
<b>Amends:</b> 20 FEB 2017 Version O.P.D: 09 APR 2012		<b>Rescinds:</b>
<b>Approved By:</b> Kenton W. Rainey, Chief of Police		<b>Signature:</b> Original signed document on file in Accreditation Office.

### 301.1 PURPOSE

The purpose of this policy is to provide guidelines for training and professional development.

### 301.2 POLICY

The Department is committed to professionalism through training, career development and personal growth to enhance the overall effectiveness and professionalism of the Department.

### 301.3 TRAINING ATTENDANCE REQUIREMENTS

- A. Personnel who are scheduled to attend any training event are required to be present at the proper location and at the appropriate time.
- B. Employees are responsible to ensure that their immediate supervisor and the Training Coordinator are notified of any circumstances that may cause them to be absent, late or miss part of a scheduled training event as soon as possible. Notification is not complete until it has been acknowledged by one or both of these contacts.
- C. During scheduled in-service training, absences may not exceed twenty percent (20%) of the course duration. Absences that exceed twenty percent of a course will require that that the portion of the course missed be repeated within thirty (30) days of the absence. If an employee is unable to complete the make-up training within thirty days, he/she must repeat the entire course.
- D. Reimbursement for training expenses will be done in accordance with the University of Chicago Financial Services Policy 1202, Travel Policies and Procedures.
- E. Employees wishing to attend job related outside training shall submit a University of Chicago DSS All Purpose Request Form (UCPD-11.672).

- F. Attire for internal or external training will be casual business attire as defined in GO 1046, Uniform Provisions and Appearance. The Department issued uniform is also acceptable. Instructors have the option of allowing cargo style pants, and plain black t-shirts (with no screen printing on them). Training which is strenuous or specialized may require specialized attire.

### **301.4 EMPLOYEE ORIENTATION AND PRE-SERVICE TRAINING**

All (both sworn and non-sworn) newly appointed personnel receive orientation and pre-service training within 30 days of the date of hire. At a minimum, the orientation will include:

- A. The Department's role, purpose, goals, policies, and procedures that include:
1. Department Mission Statement;
  2. Access to Department policies and University of Chicago Human Resource Policies; and
  3. UCPD policies related to Code of Conduct and Code of Ethics.
- B. Working conditions including:
1. Orientation to the University of Chicago and University of Chicago Medical Facilities;
  2. The responsibilities and rights of employees;
  3. University and Department Emergency Response Procedures;
  4. Eligibility for benefits prior to and following the Initial Evaluation Period; and
  5. Community diversity.
- C. Information regarding the Accreditation process (CALEA) to include:
1. History and background;
  2. Department-wide involvement in the process;
  3. The goals and objectives of accreditation; and
  4. The advantages of accreditation and its impact on the agency.
- D. Sworn personnel shall not be assigned in any capacity in which they are allowed to carry a weapon or are in a position to make an arrest, until they have successfully completed the training set forth by the Illinois Law Enforcement Training and Standards Board. Sworn personnel who are hired as certified police officers, having completed their recruit

training program in another state, will complete all waiver requirements of the Illinois Law Enforcement Training and Standards Board prior to completion of Field Training and starting solo assignment.

- E. Sworn personnel, regardless of rank, certification or prior experience shall receive a minimum of one week of pre-service training prior to attending the training academy or assignment to the Field Training Program. The Training and Career Development Coordinator shall provide Department-specific training and/or certifications that are not a part of the curriculum at the police academy or the Field Training Program.
- F. Emergency Communications Center (ECC) Personnel will complete a minimum of two (2) weeks in a Department training program and will be required to successfully complete the APCO (Association of Public Safety Communications Officials) Public Safety Telecommunicator Course and LEADS Full Access Certification within 6 months of being hired.

### **301.5 POLICE ACADEMY TRAINING**

- A. As required by 50 ILCS 705, non-certified police officer trainees must complete an Illinois Law Enforcement Training and Standards Board approved training academy within six months of hire. The academy is required to have a curriculum based on tasks of the most frequent duties of sworn personnel who complete recruit training and use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities. Orientation materials (handbook) will be issued to trainees at, or prior to, the time the academy training begins.
- B. The Training and Career Development Coordinator is responsible for maintaining contact with the officer trainee and academy training staff. The Training and Career Development Coordinator shall review academy curriculum and feedback on trainees to ensure that recruits are receiving quality training and performing satisfactorily.
- C. The Training and Career Development Coordinator will ensure that officer trainees are issued the equipment and supplies required by the academy in accordance with the General Order 1046, "Uniform Provisions and Personal Appearance Standards."
- D. Workers compensation coverage extends to police officer trainees while they are participating in scheduled academy training.

### **301.6 FIELD TRAINING PROGRAM**

- A. All newly appointed officers will be required to complete the Field Training Program. The Chief of Police or their designee may amend this training period based on experience and assignment; however, the minimum training period will not be less than 160 hours.

- B. The Training and Career Development Coordinator is responsible for designing, publishing, revising, and supervising a Field Training Program that is based upon tasks of the most frequent assignments.
- C. The Field Training Program includes:
  - 1. A selection process for field training officers;
  - 2. Initial training and in-service training of field training officers;
  - 3. Guidelines for the supervision of field training officers;
  - 4. Rotation of recruit assignments.

### **301.7 PROFESSIONAL DEVELOPMENT**

- A. Training Committee
  - 1. Training committee members are appointed and replaced by the Chief of Police.
  - 2. The training committee shall meet at least bi-annually and shall be tasked with the development, evaluation and recommendation of training and professional development courses.
  - 3. The training committee shall consist of one representative from each of the major components in the Department (Patrol, Investigations, Community Relations, and Communications) and the Training and Career Development Coordinator.
  - 4. The Training and Career Development Coordinator will serve as the chairperson of the committee and will be responsible for preparing and submitting a report of the committee's recommendations to the Chief of Police.
  - 5. Committee recommendations include in-service and specialized instructors, and proposed internal and external training.
  - 6. The Annual Report by the University of Chicago Independent Review Committee (IRC) will serve as an advisory tool in determining Department training needs.
- B. Training and Career Development Coordinator
  - 1. The Training and Career Development Coordinator will complete an Illinois Law Enforcement Standards and Training Board approved Instructor Development course within six months of appointment.

2. The Training and Career Development Coordinator shall be responsible for reviewing feedback on Department training to ensure the viability of future revisions and content.

C. Lesson Plans for Department Training

1. Lesson plans are required for all training courses conducted or hosted by the University of Chicago Police Department.
2. Lesson plans must be submitted, by the instructor, to the Training and Career Development Coordinator prior to the training event for approval.
3. Lesson plans should contain sufficient detail for the Training and Career Development Coordinator to ensure that the training is consistent with the Department's mission statement and training needs. Lesson plans must include, at a minimum, the following:
  - a. a statement of performance and job-related objectives;
  - b. the content of training and specification of the appropriate instructional techniques;
  - c. a list of resources used in the development of the curriculum;
  - d. a list of resources required in the delivery of the program; and
  - e. identification of any tests (if used) during the course.

**NOTE:** When tests are administered with any Department training, the minimum passing score will be 70%. Should any employee receive a failing score, remedial training will be required until a passing score is achieved. Remedial training may include retaking the entire course.

4. The Training and Career Development Coordinator shall be responsible for maintaining a training file containing all lesson plans used in training accompanied by an attendance roster for the training course.

D. Annual In-service Training for Sworn Personnel, 50 ILCS 705/7.h.

1. All sworn personnel must complete an in-service training program as defined and implemented by the Training and Career Development Coordinator.
2. Courses required for annual in-service training include:
  - a. Use of Force, including scenario based training (see statute);

- b. Legal/Law Updates (see statute);
    - c. Ethics and Preventing Biased Policing;
    - d. Police Response to the Mentally Ill;
    - e. FERPA (Family Educational Rights and Privacy Act) and the Clery Act.
  - 3. As mandated by 50 ILCS 705, sworn personnel with the rank of Deputy Chief or higher, shall complete a minimum of twenty (20) hours of in-service training to maintain certification with the Illinois Law Enforcement Standards and Training Board (ILESTB). The training, which must be approved by the ILESTB, must be related to law enforcement, management or executive development, or ethics.
- E. Triennial In-service Training for Sworn Personnel, 50 ILCS 705/7.g.
- 1. All sworn personnel must complete a triennial in-service training program as defined and implemented by the Training and Career Development Coordinator.
  - 2. Courses required for triennial in-service training include:
    - a. Constitutional and proper use of law enforcement authority;
    - b. Procedural justice;
    - c. Civil rights;
    - d. Human rights;
    - e. Cultural competency.
- F. Annual In-Service Training for Emergency Communications Center Personnel  
The commanding officer in charge of the ECC shall prescribe an annual in-service program for ECC personnel. The content of the program shall be at the discretion of the commanding officer and may be at the recommendation of the training committee.
- G. Training for Specialized Assignments  
Personnel assigned to a unit requiring specialized skills shall receive additional training.
- 1. Bicycle Patrol – See General Order 524, Bicycle Patrol.
  - 2. Criminal Investigations Unit (CIU) – within six months of active assignment, criminal investigators receive training in criminal investigations and interviewing techniques.

3. Field Training Officers (FTO) – prior to assignment to train officers, all FTOs will complete specialized training for the position and subsequently periodic in-service training.
4. Internal Affairs (IA) – within six months of appointment to the internal affairs unit, employee(s) receive training in internal affairs management and investigations.
5. Accreditation Manager – within one year of assignment, the accreditation manager shall receive specialized training on the process, standards and file maintenance. The Accreditation Manager shall be responsible for providing appropriate training to other agency personnel assigned to the accreditation process, if any.

#### H. Roll Call Training

1. Roll call provides a great opportunity to for periodic updates and refresher training between annual in-service training. Supervisors are responsible to identify training that improves the performance of their personnel.
2. Supervisors shall ensure that documentation of the roll call training and an attendance roster are turned in to the training unit after the training.

#### I. Use of Remedial Training

1. Remedial training is appropriate as when it is reasonably believed that an employee's performance can be improved with additional training. Remedial training, in most cases, is appropriate for performance issues related to knowledge and/or the application of technical skills required for the proper performance of the employee's assigned duties. In most cases, remedial training is not appropriate for issues related to conduct or behavior.
2. When remedial training is deemed appropriate by the Chief of Police, it must be accomplished before requiring the employee to perform the assignment again, without direct supervision.
3. Refusal by the employee to participate in mandatory remedial training shall be addressed in accordance with General Orders 1003, Code of Conduct and 1004, Summary Discipline.
4. The timeframe for the remedial training will be established prior to the implementation of the training. These timeframes may vary. Remedial training shall be limited to the amount of time it should take any other employee with the same duties to become proficient.
5. Remedial training provided, will be documented by the provider of the training and forwarded to the Training Unit for retention.

6. Examples of situations that are appropriate for requiring mandatory participation in remedial training include but are not limited to the following:
  - a. consistent failure to use approved procedures directed for the performance of an employee's assignment; especially those related to the safety of any employee; and/or
  - b. consistently low test or qualification scores and/or failure to demonstrate proficiency in a required skill that is listed in the employee's job description or other written directive.

**NOTE:** See GO 312, Firearms Policy, regarding remedial firearms training.

### **301.8 TRAINING RECORDS**

- A. The Training and Career Development Coordinator is responsible for maintaining records of each training class that UCPD conducts. These records will include the following:
  1. Lesson plans.
  2. Names of agency attendees.
  3. Scores of any tests, if given, by agency attendees.
- B. The Training and Career Development Coordinator shall also be responsible for updating each employee's training file with documentation of the employee's participation in any training program.
- C. Following attendance at an approved external training event, employees are responsible for submitting a copy of certificates earned, to the Training and Career Development Coordinator.
- D. Lesson plans and related records will be retained for a minimum of three years.

### **301.9 CAREER DEVELOPMENT**

The Training and Career Development Coordinator will be the Department resource and liaison regarding career development, and career development activities.

- A. All employees are encouraged to take advantage of career development opportunities. Employees are provided opportunities to attend and/or participate in professional development activities as funding and staffing allows.
- B. Department sponsored career development activities shall be consistent with the employee's present career field and enhance the Department's ability to serve the University of Chicago community.



- C. Whenever personnel are promoted to a new position, sworn or non-sworn, they shall receive job-related training for that new position. This training may be on-the-job, in-house, or provided externally, as appropriate. All training will be documented and shall occur prior to or within the first year of appointment/promotion.
- D. Supervisors are responsible for conducting career development activities. Supervisors will receive career development training that includes:
  - 1. General counseling techniques;
  - 2. Techniques for assessing a subordinate's skills, knowledge, and abilities;
  - 3. Salary, benefits, training opportunities available to agency personnel;
  - 4. Educational opportunities and incentive programs;
  - 5. Availability of other external resources.
- E. Career Development Counseling
  - 1. Career development counseling should take place, for each employee, during their annual performance evaluation meeting conducted by their supervisor. Career development opportunities, as well as steps taken to prepare for opportunities, may be utilized as annual goals on the employee's performance evaluation.
  - 2. Additional counseling may be done informally by: other than immediate supervisors, mentors, members of Department specialized units, etc.
  - 3. Counseling should include inquiry regarding the employee's plans and preferences, review of the employee's areas of knowledge, skills and abilities and discussion of relevant training available and other relevant career development opportunities. Counseling may include instruction in or discussion of preparations that the employee should take to prepare for those career development opportunities. This may include resume writing, interviewing, study and/or alterations in their focus or performance in their current assignment.
- F. Career Development Opportunities
  - 1. Promotional opportunities.
  - 2. Training.
  - 3. Formal education.
  - 4. Specialized positions.

5. Collateral assignments.
6. Alternative positions within the Department and/or University.
7. Increased challenge/responsibility within the employee's current assignment.