

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 509-S

REFERENCE STANDARDS:	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	33.2.5	33.3.1	33.4.1
	33.4.2	33.4.3	33.5.1	33.5.2
	33.6.1	33.7.1	33.7.2	

SUBJECT: Training Function

POLICY: Training has been cited as one of the most important responsibilities in any law enforcement agency. The Training Committee of the Hanover Park Police Department is responsible for developing and administering the various training programs within the Department. The Training Committee is committed to provide valuable and appropriate training programs and continuing education courses so the Department personnel may deliver quality police service to the community. The committee is responsible for notifying employees of various outside training opportunities that are available.

I. ADMINISTRATION

- A. Administration of the training component is the responsibility of the Deputy Chief of Support Services or his designee. Specific activities of the training component include: (33.1.1e)
1. Planning and developing internal training programs;
 2. Scheduling officers for training courses;
 3. Notifying officers of required training;
 4. Ensuring that training programs are attended;
 5. Selecting instructors for internal training programs;
 6. Maintaining training records; and
 7. Evaluating training programs.
- B. In developing internal training programs the following resources should be used to evaluate training needs:

POLICE OPERATIONS MANUAL

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Auth:

1. Training committee reports;
 2. Staff meetings;
 3. FTO reports;
 4. Consultation with supervisors;
 5. Input from the Chief of Police;
 6. Consultation with the State's Attorney's office;
 7. Internal affairs/Incident Review investigative reports; and
 8. Field observations
- C. Job task analysis will be used in the development of internal training programs.
1. The purpose of the job-task analysis is to demonstrate the job relatedness of training programs.
 2. Both course work and required hours of attendance in training should be related to the job-task analysis.
- D. Written performance objectives should be prepared for each internal training program. These performance objectives should: (33.1.4b)
1. Focus on the elements of the job-task analysis for which formal training is needed;
 2. Provide clear statement of what is to be learned;
 3. Provide the basis for evaluating participants; and
 4. Provide the basis for evaluating the effectiveness of the training program.
- E. Selection of quality instructional staff for internal training programs is critical to the success of the program. Instructors should therefore possess demonstrated skill and knowledge in the topic they will instruct as evidenced through their work, formal training and previous instructing. In addition to topic expertise, instructors should have a working knowledge of teaching methods and practices.
- F. Formal lesson plans containing the following elements for each internal training course should be submitted and approved by the Deputy Chief of Support Services, or his/her designee, prior to the teaching of the course. Once approved, copies of these lesson plans will be maintained in the office of the Deputy Chief of Support Services. (33.1.4c)

Lesson Plans To Include: (33.1.4a)

1. Title
 2. Statement of objectives
 3. Materials
 4. Introduction
 5. Development of the lesson
 6. Conclusion and summary
- G. Internal training programs should be conducted in an appropriate location. Instructors should ensure that chairs, tables, audio visual equipment and all other accouterments needed are present and in place.
- H. Competency based testing, designed to measure participant knowledge of an ability to use job-related skills, should be used in most training programs. (33.1.4d)
1. Unless otherwise approved by the Deputy Chief of Support Services, the minimum passing grade on a test is 70%.
 2. Test questions may be written as true/false, multiple choices, short answer, essay, matching, or any other approved format.
- I. The Deputy Chief of Support Services will conduct an annual review of training programs for the purpose of assuring that necessary updating is implemented. This process includes:
1. A review of new department directives, court decisions and laws;
 2. The identification of problems associated with scheduling, physical facilities or materials;
 3. Consultation with the training committee;
 4. A review of training given to each individual officer.
- J. The Deputy Chief of Support Services, or his designee, maintains records of each training class conducted by the Department, to include, at a minimum: (33.1.7)
1. Lesson plans on the course content;
 2. Names of attendees;

3. If administered, test results of the attendees.

II. TRAINING COMMITTEE

- A. The Training Committee will consist of the two D/C's, and a representative of each division within the police department. Their responsibilities are to review recommendations and approve or disapprove them, as well as assigning, scheduling, notification and tracking of all training. (33.1.1a) Assignment to the committee will be made by the D/C of Support Services with the approval of the Chief of Police. (33.1.1b)
- B. Selection of officers for training courses will be based upon the following criteria;
 1. The developmental needs of the officer.
 2. The stated career development objectives of the officer.
 3. Current department needs.
 4. Availability of manpower.
 5. Availability of funds.
- C. On an annual basis, the training committee will assist in identifying, developing and evaluating the Department's training objectives and will solicit input from all organizational components of the Department.
- D. The training committee will have the authority and responsibility to review and evaluate, when necessary, current training programs, suggest new programs, as well as make recommendations for specific training needs for employees.

III. POLICE OFFICER RECRUIT TRAINING

- A. Pursuant to the Police Training Act, *Chapter 50, Act 705/ of the Illinois Compiled Statutes*, all probationary police officers will attend and successfully complete the prescribed course of studies at an approved police training academy. No probationary police officer will be permitted to function in a solo capacity prior to successfully completing such formal academy training. (33.4.1)
 1. The Deputy Chief of Support Services or designee, will maintain a close liaison with the staff of any police training academy used by the department for the purpose of communications, setting of department training goals, supplementing police academy training and providing input to the police training academy program. (33.2.3)
 2. The academy itself shall be responsible for the administration of the prescribed training programs and provide for the fair and nondiscriminatory testing, and

progression of each student. Liability for said administration shall be borne by the academy.

3. Probationary police officers are not permitted to carry firearms on their person except for authorized training purposes nor be assigned or permitted to perform regular police duties prior to successful completion of formal academy training.
- B. Any police recruit academy to which this department sends a probationary officer to shall base its curriculum on job-task analysis of the most frequent assignments of officers who complete recruit training as certified by the Illinois Law Enforcement Training and Standards Board, (ILETSB). (33.4.2a)
- C. Any police recruit academy, which this department sends a probationary officer, shall use evaluation techniques designed to measure competency in job-related skills, knowledge and abilities. (33.4.2b)
- D. The minimum basic training curriculum for recruit programs must include all subject areas detailed in the Illinois Compiled Statutes Local Government Illinois Police Training Act, 50 ILCS 705/7a, or probationary officers will not be sent to the program. In addition, classroom instruction at the academy will be supplemented by practical problems outside the classroom.
- E. Any police recruit academy that this department sends a probationary officer to shall provide orientation materials to each recruit at the time training begins. This information contains, at a minimum: (33.2.4)
 1. Academy rules and regulations;
 2. Academy rating, testing and evaluation systems;
 3. Daily schedule;
 4. The organization of the academy; and
 5. Physical fitness and proficiency skills requirements.
- G. The academy shall make available to all police trainees psychological counseling services. This service is provided to assist officers with the stresses normally associated with a new career, and the changes in lifestyle that accompany the police profession.
- H. Probationary police officers, having successfully completed basic training at the academy, are required to participate in the field training and evaluation program before being released to solo status.
 1. This 13 week training program is designed to give the recruit field experience under the direct supervision of a trained Field Training Officer (FTO). (33.4.3a)

2. The program requires a systematic rotation of the recruit through field assignments and shifts.
 3. Daily observation reports are completed each day by the FTO, and are the essential means by which the progress of the recruit is measured.
 4. FTO responsibility includes instructing the recruit officer in all agency policies, procedures, and rules and regulations. (33.2.5)
 5. Officers are referred to the Field Training and Evaluation manual for detailed guidelines of this training program.
- I. During the probationary period, officers will receive the following additional training:
1. Patrol rifle
 2. Less Lethal Use of Force
 3. Electrical Conducted Weapons
 4. ILETSB Firearms Qualification
 5. LEADS Certification
- J. Probationary officers will also participate in a mentoring program with a designated senior officer.

IV. CIVILIAN TRAINING

- A. All newly appointed civilian personnel are required to participate in a field training and evaluation program before being released to solo status. This training will include:
1. Orientation to the department's role, purpose, goals, policies and procedures. (33.7.1a)
 2. Working conditions and regulations. (33.7.1b)
 3. Responsibilities and rights of employees. (33.7.1c)
 4. The Employee Handbook will be made available to each new civilian employee.
 5. Supervised on the job training for the specific task or area of responsibility to which the employee is assigned.
- B. Civilian employees are referred to the Field Training and Evaluation Manual for their specific position for detailed guidelines of this training program.

- C. Periodic refresher in-service training shall be scheduled for civilian employees to update skills, review new laws, procedures, policy and department operations. (33.7.2)

V. ALL DEPARTMENT PERSONNEL TRAINING

- A. All department personnel will receive, at a minimum, the following training:
 - 1. CPR/AED – Every 2 years
 - 2. Blood borne Pathogens – Every year
 - 3. Slips, Trips, and Falls – Every 2 years.
 - 4. National Incident Management System, (NIMS)
 - 5. National Incident Management System, (NIMS), Incident Command System.
 - 6. Sexual Harassment Training.
 - 7. All Hazards Plan Training – Every year
 - 8. Mental Health Recognition Training – Entry Level and Every 3 year refresher (41.2.7d,e)

VI. REMEDIAL TRAINING (33.1.5)

- A. When supervisors have identified a need for remedial training for personnel under their supervision, they will make such recommendation to the Deputy Chief of Operations or Deputy Chief of Support Services.
 - 1. The Training Committee will review the recommendation and approve/disapprove remedial instruction for the employee.
 - 2. A recommendation for remedial training may be preceded by:
 - a. direct observation;
 - b. counseling and retraining;
 - c. continued performance errors;
 - d. other indicators of work deficiency.
 - 3. A recommendation for remedial instruction should be made for personnel displaying a pattern of deficiency, uncorrected through normal supervisory instruction, regardless of the person's length of service.
- B. All recommendations for remedial training will be considered by the Training Committee as soon as practical in order that the needed training can be implemented without delay.

VII. SPECIALIZED TRAINING

- A. To prepare employees for new assignments, the department provides specialized training in those areas where a need has been identified. Such schools have, as their goal, the development of specialized skills and knowledge within the framework of a police generalist. (33.6.1a)
- B. All specialized training given to officers should provide instruction in the specific tasks associated with the assignment verifiable through a job-task analysis. Formal specialized classroom training shall be supplemented by:
 - 1. Supervised, on-the-job training; (33.6.1c)
 - 2. Instruction in the administrative requirements of the job and relationship of the specialized function to other components of the department. (33.6.1b)
 - 3. Instruction on performance standards of the specialized assignment.
 - 4. Supervisor review of policies, procedures, and rules and regulations related to the specialization.

VIII. ROLL CALL TRAINING (33.5.2)

- A. Roll Call training is a technique used to keep personnel up-to-date on a regular basis, between formal retraining sessions. All shift supervisors will conduct regular Roll Call training to benefit their personnel.
- B. The Roll Call Training form is to be filled out by the shift supervisor following each training session. This form requires: (Appendix A)
 - 1. Pre-planning of the topic to be covered;
 - 2. Application of the most appropriate instruction method;
 - 3. List of references used and outline of subject matter;
 - 4. Name of instructor and a listing of personnel present for the training.
- C. Evaluation of Roll Call training will be conducted by members of the Training Committee based upon:
 - 1. Analysis of Roll Call Training form;
 - 2. Observations of actual training sessions.

IX. RECURRENT TRAINING (33.5.1)

- A. The annual retraining of all sworn personnel is intended to ensure that officers are kept up-to-date with new laws, technological improvements, and revisions in department policy, procedures, rules and regulations. This retraining is structured so as to motivate experienced officers and to further the professionalization of the department.
- B. Recurrent training will consist of the following:
 - 1. Roll Call training;
 - 2. Online recertifications;
 - 3. Advanced seminars and schools to which officers may be sent to enhance their knowledge and skills;
 - 4. Internal training courses designed to further officer's knowledge and skills;
 - 5. Firearms qualifications and annual firearms training;
 - 6. Any other seminar or class designed to update knowledge of procedures, techniques or legal issues, whether conducted internally or outside the department; and
 - 7. The Deputy Chief of Support Services or designee is responsible for monitoring the total hours of retraining received by each officer during this year as well as the topics covered in training.
- C. Annual retraining may include that provided by other criminal justice agencies when such is available. Sponsors will include, but not be limited to:
 - 1. Cook or DuPage County State's Attorney's office
 - 2. Cook or DuPage County Medical Examiner's office
 - 3. Cook or DuPage County Crime Lab
 - 4. Other city, county, or state police agencies
- D. Periodic in-service training/refreshers seminars will be provided for investigative and evidence technician personnel.

X. CLASS ATTENDANCE AND RECORDS (33.1.2)

- A. Personnel assigned to authorized training programs are required to attend all classes and other course activities, except in the following cases:
 - 1. Excused by class instructor. The Deputy Chief of Support Services must be advised of such an excused absence.
 - 2. Illness
 - 3. Court appearance
 - 4. Other personal emergency or circumstance that has been approved by the Deputy Chief of Support Services.
- B. It will be the responsibility of the employee to arrange with the class instructor to make up the necessary work/or assignments. Excessive absence, or unexcused absence, may result in being withdrawn from the class or in not being credited with successful completion.
- C. All employees attending training courses shall complete a Summary of Seminar, Conference, Training, and Meeting form, Appendix B, with any supporting documentation, i.e. certificates, to update the employee's permanent personnel file. (33.1.6)

XI. REIMBURSEMENT FOR TRAINING (33.1.3)

- A. The expenses for all training will follow the following guidelines:
 - 1. Predetermined expenses associated with attendance at training classes will be prepaid by the department.
 - 2. Any additional related costs will be reimbursed in accordance with the Village of Hanover Park Personnel manual and the existing labor agreement.

XII. TRAINING INSTRUCTORS

- A. Classroom Instructors (Department Members)
 - 1. Selection of quality instructional staff is critical to the operation of a successful training program. The following general criteria shall be used when selecting personnel to participate as department training officers and instructors:
 - a. knowledge of teaching theories;
 - b. knowledge in methods of instruction;
 - c. combination of knowledge and experience in law enforcement sufficient to provide credibility to the instructor.

2. Members possessing the skills and interest in instructing shall receive training that includes:
 - a. Lesson Plan Development; (33.3.1a)
 - b. performance objective development; (33.3.1b)
 - c. instruction techniques; (33.3.1c)
 - d. learning theory;
 - e. testing and evaluation methods; and (33.3.1d)
 - f. resource availability and utilization. (33.3.1e)
3. Instructors must exhibit proficiency in the subject matter they are assigned to instruct.

B. Outside Agency Instructors

1. There are many outside resources available for providing instruction, such as from other law enforcement and criminal justice agencies and the community.
2. Whenever a lack of expertise exists within the department for a needed area of instruction, the Deputy Chief of Support Services may seek out an individual or organization that can provide this training.
 - a. The Deputy Chief of Support Services may rely upon the recommendations and referrals from department members, the faculty of local colleges and academies, and training officers of other departments.
 - b. Outside instructors shall furnish a lesson plan and the Deputy Chief of Support Services shall determine that the instruction material meets the requirements of the department.

XIII. REQUEST FOR TRAINING

- A. When training sessions become available, a Training Request Form, Appendix C is to be completed by the requesting employee and submitted to their supervisor for review.
- B. Patrol supervisors shall review the request based upon the needs of the department as well as any previous training the requesting employee has obtained. The request is then forwarded to the supervisor with either an approval or a denial. If denied, the supervisor must indicate the reason for the denial.
- C. The supervisor will review the request for department conflicts, i.e.: vacation issues, staffing requirements, previously assigned training, etc. and then approve or deny the request. The request is then forwarded to the Support Services Sergeant for inclusion in discussion at the next scheduled Training Committee meeting.
- D. All requests for training, regardless of approval or denial, will be forwarded to the Training Committee for discussion at their scheduled meeting.
- F. Training Request Forms will be returned to the respective unit's supervisor when the Training Committee has completed its review.

Hanover Park Police Department

Roll Call Training

Topic:_____

Date:_____

Presenter:_____

Shift Supervisor:_____

Synopsis of Training Material:

Discussion/Feedback:

Attendees: (Name/ID #)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Village of Hanover Park

Summary of Seminar, Conference, Training, Meeting
(Account No. 371 and 372 Expenses)

Return to Personnel Department within 5 days following activity.

Name: _____ Employee Title: _____

Department: _____ Div. () _____

Activity Type: ☐ Seminar ☐ Conference ☐ Meeting ☐ Training Course ☐ Other: _____

Date(s) Attended: ____/____/____ From ____/____/____ To ____/____/____

Name of Activity: _____ No. Hours: _____

Presented By: _____

Location: _____

Brief Description: _____

Benefits Derived: _____

Cost: Registration: _____

Travel & Parking: _____

Meals: _____

Per Diem: _____

Lodging: _____

Total: _____

_____/____/____
Signature Date Department Head Signature

HANOVER PARK POLICE DEPARTMENT

Training Request Form

Employee: _____ ID # _____ Date: _____

Course Title: _____

Date(s): _____ Total Hrs. _____ Certificate: Y / N

Location: _____

Sponsor / Provider: _____

Cost of Training: _____ Other Costs (equipment, etc.): _____

Qualifications needed to attend: _____

Qualifications/abilities possessed by requesting employee: _____

Anticipated benefits to Dept.: _____

Shift Sergeant: Approved / Denied Signature: _____ Date: _____

Comments: _____

Patrol Lieutenant: Approved / Denied Signature: _____ Date: _____

Comments: _____

Conflicts: Vacation, Court, Staffing, etc.: _____

Training Committee Recommendation: Approved / Denied Date: _____

Comments: _____

Deputy Chief: Approved / Denied Date: _____

Comments: _____

Chief of Police: Approved / Denied Date: _____

Comments: _____