

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 01/18/18
Chief of Police: 	Training, 33.1	
Cross Reference: Job Description for the Training Officer City of Elgin Travel Policy Illinois Records Retention Schedule	Policy Sections: 33.1.1 Training Administration 33.1.2 Training Committee 33.1.3 Training Registration 33.1.4 Attendance Requirements 33.1.5 Out of State Travel 33.1.6 Reimbursements 33.1.7 Training Outline 33.1.8 Remedial Training 33.1.9 Employee Training Records 33.1.10 Department Courses Conducted Appendix A: Request for Training Appendix B: Travel Expense Report Appendix C: Training Outline	

PURPOSE

The purpose of this policy is to establish guidelines for the training office of the Elgin Police Department.

POLICY STATEMENT

It is the policy of the Elgin Police Department to develop, support and advance the skills, knowledge and abilities of all employees through training. The ultimate goal of training is to equip employees with the tools necessary to act decisively and correctly over a broad range of situations and to work with greater productivity and effectiveness.

PROCEDURES

33.1.1 TRAINING ADMINISTRATION

- A. Officers are appointed to the position of training officer through the selection process identified in Standard Operating Procedure 16.1 Specialized Assignments. The training officer is responsible for the overall administration of the department's training program.
- B. The training officer serves in a supervisory capacity when involved in training duties, and will report directly to the internal compliance sergeant.
- C. Refer to the training officer's job description to view the associated responsibilities.

33.1.2 TRAINING COMMITTEE

- A. The purpose of the training committee is to assist in the development, identification, and evaluation of training needs. The committee is a collaborative effort consisting of the training officer, command staff, sworn and civilian supervisors, employees serving as a field training officer, and those having special training or skills.
- B. The training committee reports to the deputy chief, while final approval rests with the chief of police.
- C. All employees are encouraged to forward training recommendations to their supervisors and/or the training officer. The training committee is not limited to the above mentioned positions and is open to any employee who expresses an interest in enriching department training.
- D. The training officer frequently collaborates with members of the training committee to ensure

accountability for the training provided and to maintain familiarity with the needs of the department due to new laws, procedures, and technology.

- E. At least annually, the training committee meets to discuss training needs for the upcoming year.

33.1.3 TRAINING REGISTRATION

The training officer periodically posts and distributes training schedules from various training providers.

- A. The posting or distribution of available classes enables personnel to review courses being offered and request consideration for enrollment.
- B. Upon request, the training officer provides registration forms and course information to all personnel.
- C. Requests to attend a training class/program, which includes out of state training, shall be accomplished using the Request for Training Form. Completed forms shall be reviewed by the employee's supervisor and submitted to the training officer. Within a reasonable amount of time, the training officer will provide notification as to whether the training has been approved. Refer to Appendix A to view this form.
 - 1. Anything over \$500.00 or 2 days requires the approval of the respective commander.
 - 2. Deputy chief approval is required for training over \$1,000, 4 days, or when the employee needs to go out of state.
- D. If a training or conference is offered at multiple locations, personnel shall choose the more cost effective option. In all cases where overnight accommodations are required, the most efficient and reasonably cost effective lodging shall be arranged. The lodging may involve housing provided by the training academy/organization.
- E. Upon receipt of the Request for Training Form, the training officer will determine if the employee's request will be approved. The approval process is a collaborative effort between the training officer, requesting employee's supervisor, and the employee. This may entail the review of, but is not limited to the following:
 - 1. Overall benefit to the employee, city, and the department.
 - 2. Budgetary constraints/associated expenses.
 - 3. Impact on the employee's schedule/workload.
 - 4. Applicability to the employee's current or future assignment(s).
 - 5. Renewal or acquisition of necessary certification or licensure.
 - 6. Training hours completed or anticipated by the employee during the current year.
 - 7. Past evaluations from other persons who have attended the same course.

33.1.4 ATTENDANCE REQUIREMENTS

- A. The training officer shall notify the employee and his/her supervisor when training has been secured. Whenever possible, notifications will be not less than ten (10) days prior to the scheduled class.
- B. When training conflicts with scheduled court appearances, employees are responsible for notifying the training officer, in writing, as soon as possible.

1. Court appearances shall take precedence over employee training.
 2. Employees are not authorized to fail to appear in court based upon enrollment in a training course.
 3. All excused absences from court appearances, as a result of training, shall be approved through the employee's supervisor and only after consultation with and approval of the state's attorney's office.
- C. Personnel are required to attend all classes and bring the necessary materials. Exceptions to attending classes may include the following:
1. Illness/injury.
 2. Personal emergency.
 3. Vacation, when the training was scheduled prior to consultation with the employee.
 4. Emergency police business.
 5. Advanced department approval.
- D. Employees who are unable to attend scheduled training due to the above mentioned exceptions shall, as soon as possible, notify his/her supervisor and the training officer.
1. It shall be the responsibility of the employee to make up necessary work or assignments.
 2. Un-excused absences may result in the employee being withdrawn from class, not being credited with successful completion of the class and/or appropriate disciplinary measures.

33.1.5 OUT OF STATE TRAVEL

- A. Employees traveling out of state for training shall adhere to the provisions established in the city's travel policy.
- B. Reimbursement for mileage, meals and lodging will be in accordance with the provisions of the City of Elgin's Travel Policy. Refer to Section 33.1.6 to review the requirements pertaining to reimbursements.

33.1.6 REIMBURSEMENTS

- A. In order to be reimbursed for mileage, food or lodging for attending training, the following applies:
1. The training must be outside the city limits of Elgin.
 2. Reimbursements shall be requested utilizing the Travel Expense Report. Completed forms shall be submitted to the training officer, within 5 business days upon return to work. Refer to Appendix B to view this form.
 3. Receipts are required for the expenses outlined in the city's travel policy.
- B. Special circumstances and exceptions for reimbursement will be considered by the chief of police.
- C. All tuition and required fees for course materials, books, etc., will be paid by the department.

33.1.7 TRAINING OUTLINE

- A. Training outlines shall be developed for all training courses/classes. Refer to Appendix C to view the outline. A training course/class is considered to be instruction provided to employees at scheduled in-services, meetings designated for training or when an employee is assigned a course through PowerDMS. Outlines will include the following:
 - 1. A list of resources used in the development of the training and items needed for the delivery of the training.
 - 2. A statement of performance and job-related objectives.
 - 3. The content of the training and specification of the appropriate instructional technique such as lecture, group discussion, panels or seminar.
- B. Training outlines shall be submitted to the training officer for approval prior to conducting any course/class.
- C. The training officer shall maintain a file of all training outlines; any tests used shall also be included. The preparation of tests shall be a cooperative effort between the training officer, supervisory staff, and person's having knowledge in the subject matter.

33.1.8 REMEDIAL TRAINING

- A. The Elgin Police Department utilizes remedial training as a constructive tool to reinforce and refine an employee's skills, knowledge and abilities. A lack of cooperation on the part of an employee may result in the imposition of disciplinary penalties or an unfavorable performance evaluation.
- B. When the following factors are noted, supervisors may determine that the employee needs remedial training:
 - 1. Career development/enhance job knowledge.
 - 2. Change in assignment.
 - 3. Community concerns.
 - 4. Does not meet the required training course standards or achieve the score needed to successfully complete the course/training.
 - 5. Report review.
 - 6. Return from duty after extended absence.
 - 7. Supervisory observation.
- C. Upon the recommendation of an employee's supervisor, remedial training may also be scheduled for those who:
 - 1. Demonstrate a lack of knowledge or skills to perform an assigned job task, based on performance evaluations (unacceptable performance/requires improvement) or performance observed by supervisory personnel.
 - 2. Have been disciplined for reasons that may be corrected through additional training.

- D. The training officer shall schedule remedial training within 30 days of notification by the employee's supervisor and shall be scheduled in such a manner as not to disrupt the regular operations of the department. The training officer shall maintain documentation of scheduled remedial training.
- E. Remedial training that is in the form of counseling from a supervisor is not required to be scheduled through the training officer, but the supervisor shall ensure the training is documented.

33.1.9 EMPLOYEE TRAINING RECORDS

- A. Training files are located in the training office, records management system, Emergency Communications Division, and PowerDMS. These files include, but are not limited to the following:
 - 1. Date of training.
 - 2. Title of training course.
 - 3. Attendance and test scores (if any).
 - 4. Certificates or licenses received.
- B. The training officer shall maintain employee training records for the duration of time established in the Illinois Records Retention Schedule.

33.1.10 DEPARTMENT COURSES CONDUCTED

- A. The training officer shall maintain a record of all courses conducted by the Elgin Police Department. These records at a minimum shall include the following:
 - 1. Course content/Training Outline.
 - 2. Names of employees who received the training.
 - 3. The performance of individuals attending as measured by tests, if administered.
 - 4. Test scores if applicable.
- B. The course record shall be maintained for the duration of time established in the Illinois Records Retention Schedule.

APPENDIX A: REQUEST FOR TRAINING



ELGIN POLICE DEPARTMENT Request for Training



Last name		First name		Division/unit		Class start date			
Class title				Class provider & location				Class end date	

Cost projections related to the training

Tuition		Travel		Gas Mileage		Lodging		Per Diem			
Class cost		Airfare		# round trip miles from home		Hotel		# of breakfasts (\$7.00 limit)		Cost	\$0.00
Other		Taxi		# round trip miles from EPD				# of lunches (\$13.00 limit)		Cost	\$0.00
		Train		Specify lowest # of miles				# of dinners (\$20.00 limit)		Cost	\$0.00
		Tolls		Mileage @ .545 cents a mile	\$0.00	<small>Per the city's travel policy, employees must use the Rand McNally mileage calculator. http://www.randmcnally.com/tarea=store</small>					
Total tuition		Total travel		Total gas	\$0.00	Total hotel		Total per diem	\$0.00	Grand total	\$0.00

# of classes past 12 months		Purpose for training	<input type="checkbox"/> Department required <input type="checkbox"/> Annual certification <input type="checkbox"/> Leadership/management <input type="checkbox"/> Remedial	<input type="checkbox"/> Employee requested <input type="checkbox"/> Future career track <input type="checkbox"/> Increase job knowledge <input type="checkbox"/> Refresher training	Cost saving alternatives	
# of training hrs past 12 months		<small>Training records can be accessed in NW. Select Training/Training Reports/Personnel Training Listing/Select Employee/Preview.</small>				

Approval process

Submitting supervisor		
Reviewing supervisor		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove Comment
<small>Anything over \$500 or 2 days requires the approval of the respective commander. Deputy chief approval is required for training over \$1,000, 4 days, or when the employee needs to go out of state.</small>		
Command staff approval		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove Comment

Send to Training Officer

Received by training

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APPENDIX B: TRAVEL EXPENSE REPORT



ELGIN POLICE DEPARTMENT Travel Expense Report for 2018



Last Name First Name Division/Unit
 Class Title Location City Location State
 Start Date End Date Out of Pocket Registration Cost/Tuition

	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Itemized Totals
Lodging <small>receipt required</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Breakfast <small>\$7.00 limit</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch <small>\$13.00 limit</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner <small>\$20.00 limit</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of miles <small>roundtrip</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mileage <small>@ .545 cents a mile</small>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Parking <small>receipt required</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tolls <small>receipt required</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gas <small>city or rental car only/receipt required</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Transportation <small>airfare, taxi, train/receipt required</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Daily Totals	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	

I have read & understand the city's travel and credit card policy. I understand that this form must be submitted to the training officer within 5 business days upon my return. If I fail to submit this form within the time frame, I may not be reimbursed for the expenses incurred.



Grand Total
includes registration/tuition cost

Employee

Training Officer

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APPENDIX C: TRAINING OUTLINE
(Page 1 only)

 ELGIN Police Department	ELGIN POLICE DEPARTMENT Training Outline						
Training date		Start time		End time		Number of hours	
Topic(s) being presented							
Instructor #1				Resources used			
Instructor #2				Instructional Technique(s)			
Performance & Job Related Objectives							
Equipment required							
Outline/Content, <i>go to page two if more space is needed</i>							
Submitted by				Date			
<small>151 Douglas Avenue, Elgin, IL 60120 Phone: (847) 289-2500 Fax: (847) 289-2750</small>							
<small>Revised 08/29/17</small>							