

East Lansing Police Department Policy & Procedure

Subject: Annual In-Service Training	ELPD Policy #: 100-21
Effective Date: March 1, 2022 Revised Date:	Distribution: Departmental
MACP Accreditation Standard : Annual In-Service Retraining & Hazmat Training	MACP Standard: 1.9.6 & 1.9.7

I. PURPOSE

This document is for guidance and direction for department staff to establish basic protocols for training. This plan will assure that staff is equipped with the appropriate training to perform their essential job functions in a safe and professional manner.

II. POLICY

It is the policy of the East Lansing Police Department to provide professional and thorough training to its staff on a regular basis throughout the career of the employee. The department will strive to provide training in a timely and relevant manner, that develops and educates the employee.

III. PROCEDURES

A. Definitions

1. **In-Service Training:** Presentation of materials to enhance an employee's knowledge, skills and abilities. This is intended to refresh and build upon the existing knowledge of the employee. This type of training will occur annually.
2. **Briefing Training:** Material that is presented in a short period time generally at the beginning of the employee's shift. This training is normally but not solely for refreshing knowledge or dealing with current events.
3. **Policy Training:** Policies will be covered annually through assigned training and briefing training.
4. **Shift-Level Training:** Material presented at the beginning or throughout the employees work cycle to assist the employee with work performance, increasing job knowledge, and career development.

5. Outside Training: Any training assigned online, or that the employee is sent to. This training is normally provided by non-ELPD Subject Matter Experts (SME) and focuses on specific subject or skill set.
 6. Specialized Training: Training for employees assigned to perform specific tasks or supervision, to aid the department in its mission.
- B. Training Coordinator: The training supervisor will work with various members of the agency to:
1. Oversee and assign most training.
 2. Work with administration to register, compensate employees in accordance with the CBA for all trainings.
 3. Work with administration to retain all records of training, including course content, materials or lesson plans, a listing of attendees, qualifications or certifications of instructors, test results (if administered) and any other materials used during the class.
 4. Document all training of police employees and ensure the training record of each employee is complete and up to date. Records of all training shall be kept in the employee's personnel file (physical or electronic) indefinitely.
 5. Track and ensure training is distributed equitably and focused to the needs of the employees and department goals and standards.
 6. Assign a schedule to ensure all Policies are being covered annually through Power DMS assignment and briefing training, for all in-house department employees.
- C. In-Service Training (1.9.6 a,b,d,e)
1. Instructors must be qualified and certified. (1.9.6 c)
 2. Mandatory Training - Sworn Employees
 - a. De-Escalation – 2 times yearly
 - b. Firearms – 3 times yearly
 - c. Defensive Tactics - Annually
 - d. Taser – Annually

- e. PCA – Every 2 Years
 - f. ABLE – Annually (Built in with De-Escalation)
 - g. Operation of Emergency Vehicles – Annually
 - h. DEI / Cultural Awareness / Equity – Annually
 - i. Hazmat – Annually (1.9.7)
 - j. CPR / AED / Bloodborne Pathogens/First Aide – Every 2 Years
 - k. CJIS LEIN Testing – Every 2 Years
 - l. Security Awareness – Every 2 Years
3. Mandatory Non-Sworn Training
- a. CPR / AED / Bloodborne Pathogens / First Aide – Every 2 Years
 - b. CJIS LEIN Testing – Every 2 Years
 - c. Security Awareness – Every 2 Years
 - d. ABLE – Annually
4. Employees are required to attend all mandatory training except in the following circumstance. Any missed mandatory training must be made up when scheduling and scheduling permits.
- a. Illness
 - b. Personal Emergencies
 - c. Official Police Business
 - d. Pre-Approved Vacations
- D. Specialized Training (1.9.6 d) As assigned and deemed appropriate by command.
- 1. Ingham Regional Special Response Team
 - 2. Bicycle Patrol Unit

3. Honor Guard
4. K-9 Unit
5. Accident Investigation
6. Crime Scene Investigation
7. Other units as deemed appropriate by the Chief or their designee.

IV. CANCELLATIONS

Authorized By:



Kim Johnson, Chief of Police