

EAST LANSING POLICE DEPARTMENT

POLICY AND PROCEDURE

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CHIEF OF POLICE: _____

39.1 **PURPOSE**

Provide employees of the East Lansing Police Department with the opportunity to participate in quality training and education that will assist them in performing their duties and responsibilities in a professional, efficient, and effective manner. Employees will be scheduled to participate in mandatory training in specific areas, as needed. Department personnel are also encouraged to participate in additional training opportunities as they become available.

39.2 **OBJECTIVES**

- A. Provide employees with training on a continuous basis in order to maintain a high level of knowledge and skill related to their job duties and responsibilities.
- B. Maintain instructor status for employees who have been certified in a specific skill area and who conduct Department training. Some examples would be, but not limited to, firearms, defensive tactics, emergency response driving, bicycle training, etc.
- C. Provide specialized training to employees who are assigned to units that require specialized instruction. Some examples would be, but not limited to, crime scene investigation, accident investigation, arson investigation, hostage negotiation, K9, IRSRT, school resource officer, FTO program, etc.

39.3 **OUTSIDE TRAINING**

- A. Employees are encouraged to participate in outside training and education courses. However, such participation shall not conflict or interfere with the daily operational needs or the efficiency of the

Department. Employees that attend outside training, education courses, etc., on their own time and at their own expense, are not required to request permission to attend the training.

- B. Upon completion of the training, employees are required to submit their training documentation to the Chief of Police, Chief's Designees or through their immediate supervisor. This includes, but is not limited to, any documents, transcripts, certificates, etc., that show they successfully completed the training. This documentation will be placed in their training file.
- C. The documented training may assist the employee with being selected for additional training opportunities, transfers to a specific unit, or other Department assignments, based upon their knowledge and skills in a specific area.
- D. Employees may be eligible to receive financial reimbursement from the City for outside training or education courses. Reimbursement for training will be based upon the specific guidelines in the employee's respective collective bargaining agreement.

39.4 **DEPARTMENT TRAINING**

- A. The decision to send employees to Department sponsored training will be based upon, but not limited to, the needs of the Department, the employee's training needs, the availability of training funds, and alternative training at a lower cost.
- B. Department vehicles shall be used as transportation to any training session, school, seminar, etc. that is being held outside the "local area", unless it has been authorized in advance by Police Administration. Employees are responsible for contacting the Detective Bureau in advance to reserve an unmarked vehicle, unless arrangements have already been made.
- C. The training supervisor will be responsible for the coordination of Department sponsored training that involves the expenditure of Department funds. There may be times that specialized training in a specific unit will be coordinated by the supervisor in charge of the unit. This will be done in consultation with the training supervisor, if necessary.
- D. The training supervisor will discuss Department sponsored training requests with the Captain. If the Captain will not be available for an extended period of time, the training supervisor will discuss the training request with the Deputy Chief. If the Captain determines the training should be available to all members of the Department, the training supervisor will post the training notification on the Master schedule board. If an employee would like to attend the training, they should complete a

“School Request” Form and submit it to their supervisor.

- E. If the Captain determines the Department sponsored training is specialized in nature and only applies to a specific position or unit, the training notification will not be posted. The training notification will be sent directly to the respective individual position or the unit supervisor.
- F. The Captain will select which employee(s) attend Department sponsored training. The training supervisor will notify the immediate supervisor of the employee(s) selected for the training. The immediate supervisor will determine if the employee’s absence from their normal duties would interfere with the daily operation of the shift or bureau. If the training would cause a problem, the supervisor should contact the training supervisor to discuss their concern.
- G. There may be times an employee finds a training opportunity on their own that has not been posted. If the employee would like to attend the training they are to complete a “Schools Request” Form and attach the training notification documentation. The employee shall submit the “Schools Request” Form to their immediate supervisor.
- H. The immediate supervisor will make a recommendation on the “Schools Request” Form and forward the form to the training supervisor. The training supervisor will discuss the training request with Police Administration. If Administration determines the training should be available to all members of the Department, the training supervisor will post the training notification on the Master schedule board. Preference for the training assignment should be given to the employee who initiated the request, in most cases.

39.5 **REIMBURSEMENT OF EXPENSES FOR DEPARTMENT TRAINING**

- A. Training Conducted in the Local Area
 - 1. The “local area” is defined as a one-way distance of thirty (30) miles from the East Lansing Police Department. Employees are entitled to a \$15.00 per day training fee for training conducted in the “local area”. The training fee will only be paid for training that meets the guidelines outlined in the employee’s respective collective bargaining agreement. The \$15.00 training fee will not be granted for firing range training at Michigan State University, or on extended schools within the same distance which provide meals.
 - 2. Employees shall turn in their Certificate of Completion and/or evidence of attendance to Police Administration for placement in their training file.
 - 3. When applicable, a City Expense Reimbursement Form is completed by Police Administration and submitted to Finance for

reimbursement through payroll, to cover the cost of travel, parking and meals.

B. Training Conducted Outside the Local Area with an Overnight Stay

1. Employees who attend training outside the local area will be paid in advance for lodging. The training supervisor and/or a Police Administration representative shall complete a "Travel Request and Expense Report Form" in the employee's name and submit the form to the Administrator in charge of the budget. This form is usually completed when the attendee(s) is/are staying overnight.
2. Employees shall turn in their Certificate of Completion and/or evidence of attendance to Police Administration for placement in their training file.
3. When applicable, a City Expense Reimbursement Form is completed by Police Administration and submitted to Finance for reimbursement through payroll to cover the cost of travel, parking, meals and any other reimbursable expenses.

The standard daily meal allowance for training outside the local area is \$10.00 for breakfast, \$15.00 for lunch, and \$20.00 for dinner. There may be very rare occasions that a larger meal allowance would be required for training that is done in a specific city. A higher meal allowance shall only be authorized by the Chief of Police or his/her designee. If the employee is staying at a facility that offers a free meal, the employee will not be reimbursed the meal allowance for that meal. Also, if the sponsoring agency and/or training provider includes a meal with the training, the employee will not be reimbursed the meal allowance for that meal.

4. The meal allowance for breakfast and dinner shall only be provided if the employee is staying overnight at specified training. The meal allowance for dinner will not be reimbursed on the final day of training unless the employee provides a receipt.

39.6 REGULAR DEPARTMENT TRAINING

- A. The Department shall attempt to schedule regular training for all sworn personnel in the following areas whenever possible:

1. Use of Force.

All sworn personnel shall participate in all the scheduled training sessions for Use of Force, unless excused by the Chief, the Deputy Chief, or the Captain. One of the training sessions will be for qualification on issued weapons. If an employee misses their

qualification session, a make up day will be scheduled. If an employee misses their qualification make up session, their privilege to carry a Departmental weapon may be suspended.

2. CPR re-certification.
3. Criminal Law and Search and Seizure updates.
4. Emergency Response Driving.
5. Standard First Aid re-certification.

39.7 **POLICE ACADEMY SPONSORSHIP/SCHOLARSHIP FUNDS**

- A. The Department earns tuition credits when on-duty departmental personnel function as instructors or coordinators at the Mid-Michigan Police Academy. These tuition credits may then be used to offset costs or fully sponsor an individual through the police academy.
- B. A sponsorship consists of hiring an individual as a Police Recruit and providing them with a conditional offer of employment as a Police Officer. Upon successful completion of the police academy the individual will be sworn in as a Police Officer and enter the FTO program. By sponsoring an individual the department agrees to pay for all costs associated with the police academy. This includes tuition and uniform/equipment costs.
 1. To be eligible for a sponsorship an individual must apply with the department during and successfully complete a Police Officer hiring process.
- C. A scholarship consists of providing a current non-sworn ELPD employee with tuition credits for the sole purpose of offsetting their personal costs in attending the Mid-Michigan Police Academy. The amount of credit extended will be determined by the Chief of Police or his/her designee.
 1. In order to be eligible for a scholarship the employee must submit a letter of request to the Chief of Police.
 2. In determining whether or not to grant the request the Chief of Police may consider the following:
 - a. Employment performance including, but not limited to, annual performance appraisals.
 - c. Employment length.
 - b. Disciplinary actions.
 - d. Input from the employee's supervisors.
 - e. Input from other sworn personnel.
- D. The Chief of Police has the sole discretion to approve or disapprove a

sponsorship/scholarship request.