

Training

203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted, and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

203.2 OBJECTIVES

The objectives of the training program are to:

- a. Enhance the level of law enforcement service to the public.
- b. Increase the technical expertise and overall effectiveness of department members.
- c. Provide for continued professional development of department members.
- d. Ensure compliance with POST rules and regulations concerning law enforcement training.

203.3 TRAINING PLAN

The training plan should include the anticipated costs associated with each type of training, including attendee salaries and backfill costs. The plan shall include a systematic and detailed method for recording all training for all members.

Updates and revisions may be made to any portion of the training plan at any time it is deemed necessary.

The plan will address all training requirements.

203.3.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations. Additional required training may be identified in individual policies:

- a. Federally mandated training:
 1. National Incident Management System (NIMS) training
- b. State-mandated training:
 1. Officers must successfully complete an approved Colorado basic academy pursuant to CRS § 24-31-305 before performing duties of a certified peace officer, as defined by CRS § 16-2.5-102.
 - a. Officers may alternatively obtain a provisional certificate prior to appointment or otherwise meet the training and certification standards within the parameters, extensions, and exceptions set by POST (CRS § 24-31-308; CRS § 30-10-501.6 (1)).
 2. DNA evidence collection (CRS § 24-31-311) (once)
 3. Eyewitness identification training (CRS § 16-1-109)
 4. Annual completion of any additional training required by POST (CRS § 24-31-315; CRS § 24-31-319; CRS § 30-10-501.6)

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5. Officer-involved shooting and critical incident pre-incident preparation training as required by CRS § 16-2.5-403
- c. Department-mandated training:
 1. Emergency Operations Plan (supervisors every two years)
 2. CPR/First aid refresher (every two years)
 3. Pursuit driving (all certified employees yearly)
 4. Firearms training (all certified employees quarterly)
 5. Defensive tactics (all certified employees yearly)
 6. Conducted energy device, impact weapon, chemical weapon, or other kinetic energy weapon (yearly)
 7. Use of force policies (all certified employees review yearly)
 8. Search, seizure, and arrest (all certified employees yearly)
 9. Use of body armor (all certified employees every two years)
 10. Ethics (all certified employees every three years)

203.3.2 TRAINING RESTRICTION

The Deputy Chief shall ensure that a training program does not include any training on or reference to the term "excited delirium" (CRS § 24-31-907).

203.4 TRAINING COMMITTEE

The Deputy Chief may establish a Training Committee, on a temporary or as-needed basis, which will assist with identifying training needs.

The Training Committee shall be composed of at least three members, with the senior ranking member of the committee acting as the chairperson. Members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Deputy Chief may remove or replace members of the committee at the Deputy Chief's discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Committee should review include but are not limited to:

- a. Any incident involving the death or serious injury of an employee.
- b. Incidents involving a high risk of death, serious injury, or civil liability.
- c. Incidents identified by the Department to determine possible training needs.

The Training Committee should convene on a regular basis as determined by the Deputy Chief to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Deputy Chief. The recommendation should not identify specific facts of any incidents, such as identities of members involved or the date, time, and location of the incident, but should focus on the type of training being recommended.

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The Deputy Chief will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and available resources. Training recommendations as determined by the Deputy Chief shall be submitted to the command staff for review.

203.5 TRAINING ATTENDANCE

- a. All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to the following:
 1. Court appearances.
 2. Previously approved vacation or time off.
 3. Illness or medical leave.
 4. Physical limitations preventing the member's participation.
 5. Emergency situations or department necessity.
- b. Any member who is unable to attend training, as scheduled shall notify the member's supervisor as soon as practicable but no later than one hour prior to the start of training and shall:
 1. Make arrangements through the member's supervisor or the Deputy Chief to attend the required training on an alternate date.

203.6 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Louisville Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Deputy Chief.

Members assigned to participate in DTBs shall only use login credentials assigned to them by the Deputy Chief. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shifts or as otherwise directed by their supervisor. Members should not allow uncompleted DTBs to build up over time and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any internet-enabled computer, members shall only take DTBs as part of their on-duty assignment, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

203.7 TRAINING RECORDS

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The Deputy Chief is responsible for the creation, filing and storage of all training records. Training records shall be retained in compliance with the established records retention schedule.

203.8 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local, and the Colorado Police Officer Standards and Training Board (POST) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

203.9 DEPUTY CHIEF

The Deputy Chief is responsible for developing, reviewing, updating, and maintaining the department training plan so that required training is completed. The Deputy Chief should review the training plan annually.

