

Training

208.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

208.2 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the Department will use courses certified by the California Commission on Peace Officer Standards and Training (POST).

208.3 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 our personnel.
- (c) Provide for continued professional development of department personnel.
- (d) Ensure compliance with POST rules and regulations concerning law enforcement training.

208.4 TRAINING PLAN

Training shall be conducted in accordance with the Department Training Plan. The training plan will be developed and maintained at the direction of the Administrative Captain. It is the responsibility of the Training Sergeant to maintain, review, and update the training plan on an annual basis. The plan will address the following areas:

- Legislative Changes
- State Mandated Training
- Critical Issues Training

208.5 TRAINING NEEDS ASSESSMENT

The Personnel and Training Unit Supervisor will consistently evaluate training and continually conduct a training-needs assessment for the Department. Training needs will be reviewed by staff. This constant evaluation will form the basis for the training plan for the fiscal year.

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208.6 REQUEST FOR SPECIFIC TRAINING

Employees requesting permission to attend a specific training course should submit a completed training request form to their Division Commander by way of the chain of command.

208.7 TRAINING PROCEDURES

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:
 - 1. Court appearances
 - 2. First choice vacation
 - 3. Sick leave
 - 4. Physical limitations preventing the employee's participation.
 - 5. Emergency situations
- (b) When an employee is unable to attend mandatory training, that employee shall:
 - 1. Notify his/her supervisor as soon as possible but no later than two hours prior to the start of training.
 - 2. Document his/her absence in a memorandum to his/her supervisor.
 - 3. Make arrangements through his/her supervisor and the Training Specialist to attend the required training on an alternate date.

208.8 TRAINING REIMBURSEMENT

Reimbursement for all approved training courses will be provided by the city, based on existing city policy. The employee shall always confer with the Training Specialist to receive appropriate instructions regarding procedure. The following are several basic principles that should be adhered to when attending an approved class of instruction.

- (a) The trainee should meet with the Administrative Services Technician at least ten days prior to class to pick up any necessary paperwork.
- (b) It shall be the obligation of the employee attending training to arrange transportation needs with the Administrative Services Training Division not less than two calendar weeks prior to the training. In the event no City vehicle is available, the employee attending training shall use his/her personal vehicle and will receive the allowed reimbursement for mileage. In the event the training is assigned under the two calendar week requirement, the request shall be made as soon as possible. If multiple employees are attending the same training course, each employee is responsible for arranging their transportation needs to meet this policy. Multiple employees will be assigned to travel in the same vehicle in these instances.
- (c) Upon completion of the class, the trainee shall turn in the certificate of completion to the Training Specialist.

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- (d) All receipts pertaining to the training class (hotel, gas, meals, transportation, or parking) shall be turned into the Administrative Services Technician by the employee receiving the training within 3 days of their return to work from training.
- (e) The City of Fontana Travel Request and Expense Report must be signed by the employee receiving the training within three days of their return to work following the training.

208.9 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local, and 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.