

Training Policy

203.1 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.

203.2 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).

203.3 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

203.4 TRAINING PROCEDURES

- a. . Training requests shall be submitted to the immediate supervisor and approved by the Division Commander.
- c. All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor and coordinated through the Training Unit.
- d. Employees shall modify their work week as necessary to avoid overtime consistent with current MOU. Any training overtime shall be authorized in advance by the Division Commander.
- e. Employees shall check with the Division Commander at the time the training is scheduled for the availability of a city vehicle for transportation.
- f. Excused absences from mandatory training should be limited to the following:
 - (a) 1. Court appearances
 - 2. Pre-approved vacation
 - 3. Sick leave

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4. Physical limitations preventing the employee's participation.
 5. Emergency situations
- g. When an employee is unable to attend mandatory training, that employee shall:
- (a) 1. Notify his/her supervisor as soon as possible but not later than one hour 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 Officer to attend the required training on an alternate date.

203.5 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) is a web-accessed system that provides training on the East Palo Alto 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 Administration Sergeant.

Personnel assigned to participate in DTBs should only use the password and login name assigned to them. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees 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.

Employees who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisor. Employees should not allow uncompleted DTBs to build up over time. Personnel shall 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 active computer, employees 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.