

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 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local and the Michigan Commission on Law Enforcement Standards (MCOLES) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

203.3 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 department members.
- (c) Provide for continued professional development of department members.
- (d) Ensure compliance with MCOLES requirements.
- (e) Ensure compliance with Michigan Law Enforcement Accreditation Commission (MLEAC) requirements.

203.4 TRAINING PLAN

The training plan should include the anticipated costs associated with each type of training, including attendee salaries and backfill costs. The plan should 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 required training. The plan will address federal, state, and department-required minimum-mandated training of officers and other members.

203.4.1 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 (MCL 28.609):

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1. Members of the Department must successfully complete certified basic law enforcement training and successfully pass the licensing examination before being issued a law enforcement officer's license.
 - (a) The basic law enforcement training requirement may be waived if the member is eligible for licensure by meeting training and licensure standards within the parameters set by MCOLES.
 - (b) Members of the Department shall complete annual in-service training as specified by MCOLES.

203.4.2 DEPARTMENT MANDATED TRAINING

- (a) Police Officer Refresher Training School (PORTS) - a 40-hour annual training block.
- (b) Mandatory shift training - a four-hour block of training as specified by the Department.

PORTS

MANDATORY TRAINING

203.4.3 REQUIRED TRAINING TOPICS

The following training topics are required by the MACP Accreditation Standards and will be adhered to by this Department. Training on these topics may occur during PORTS, Mandatory Training Days, Roll Call Training or any other means as determined by the Chief of Police. Other training topics mandated by this Department are contained throughout this Policy Manual. Additional and all other training topics will be determined by the Chief of Police or his/her designee.

- (a) Ethics Training - at least once every three years
- (b) Bias Influenced Policing Training- initial training and annual refresher
- (c) Hazardous Materials Awareness - initial training and annual refresher
- (d) Use of Force Policy Training- annually
- (e) Subject Control / Defensive Tactics / Less Lethal / Impact Weapons - at least once every two years
- (f) Interacting with People with Mental Illness Training - initial training and annual refresher
- (g) Care and Supervision of Detainees Training - initial training and refresher training at least every three years.
- (h) Stress Recognition Training - initial and annual refresher.

View Policy 306-Firearms for training and qualification requirements regarding firearms.

In coordination with the mental health community and appropriate stakeholders, the Department will develop and provide comprehensive education and training to all department members to enable them to effectively interact with persons in crisis, mentally disabled persons and civil commitments. All new officers will receive training on interacting with persons in crisis, mentally disabled persons and civil commitments during the Field Training Program.

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Department wide refresher training on interacting with persons in crisis, mentally disabled persons and civil commitments will take place during mandatory / in-service training at least once every three years.

203.4.4 REMEDIAL TRAINING

Remedial training shall be used for specific deficiencies identified in personnel performance. The need for remedial training may be recognized by supervisory personnel during evaluation of job performance, as a result of a complaint, during an inspection, or failure to meet minimum standards in a training session.

Any training or job proficiency that is mandated by state law or agency directives will require remedial training if the standards are not met.

Any aspect of law enforcement that incurs liability may require remedial training. This includes firearms, emergency vehicle operations, non-lethal weapons, and legal update training.

If required, remedial training should be scheduled as soon as practical following the unsuccessful completion of a training course.

All remedial training will be documented in writing by the member's supervisor. Failure of the member to correct the deficiency or cooperate in the remedial training could result in disciplinary action.

203.4.5 OUTSIDE TRAINING

- (a) Members of the Department may request training outside the department to further their operational knowledge.

203.4.6 DEPARTMENT FUNDED EDUCATION AND TRAINING

All members enrolled in department funded education and training paid for the City of Livonia shall not be absent from more than 25% of the scheduled class periods without notifying the department Training Sergeant who shall consider the reason for each absence and rule on the validity of all absences. More than 25% unexcused absences from scheduled class periods shall result in disciplinary action.

Members who fail to meet required standards, or who do not attain passing grades for in-house or outside training scheduled by the department may, based upon circumstances, be subject to disciplinary action.

If a member fails to meet the required academic/degree standards as set forth by Civil Service or does not receive the necessary degrees within a reasonable time he/she is subject to disciplinary action.

SCHOOL/TRAINING REQUEST PROCEDURES

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203.4.7 ACCREDITATION TRAINING

The Michigan Association of Chiefs of Police (MACP) accreditation standards requires qualification, training, or proficiency assessment to be monitored by a certified weapons or tactics instructor. The MACP requires the following training topics for all members:

The Training Sergeant is responsible for coordinating and managing required in-service training, which shall include the following:

- (a) Annual training:
 - 1. Use-of-force policy training (see the Use of Force Policy)
 - 2. Firearms qualifications, or more frequently as defined by the agency and required by MCOLES (see the Firearms Policy)
 - 3. Hazardous materials awareness
 - 4. Bias-influenced policing training (see the Bias-Influenced Policing Policy)
 - 5. Subject control/defensive tactics (see the Use of Force, Control Devices, and Conducted Energy Weapon policies)
- (b) Biennial training
 - 1. Unarmed subject control tactics
 - 2. Kinetic energy weapons (see the Control Devices and Conducted Energy Weapon policies)
- (c) Triennial training
 - 1. Ethics
 - 2. Mentally ill people in crisis (see the Crisis Intervention Incidents and Civil Commitments policies)
- (d) Additional training mandated by the Chief of Police or the authorized designee

203.4.8 REMEDIAL TRAINING

Remedial training is directed at resolving a specific issue/deficiency, unacceptable behavior, or improving the performance of a member in a particular area within a given time period. Once it has been determined that remedial training is needed, the training should be conducted as soon as practicable. Remedial training shall be documented in the same manner as other training.

203.4.9 INSTRUCTOR QUALIFICATIONS

All in-service instructors shall attend an instructor course and possess a certificate for the topic of instruction.

203.4.10 PROMOTIONAL TRAINING

The applicable Division Commander shall ensure that all newly promoted members receive applicable in-service job-related training as necessary to perform the new position. Training should begin as soon as reasonably practicable after the promotion.

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203.4.11 SPECIALIZED TRAINING

The applicable Division Commander shall ensure that all members with new special assignments receive applicable job-related training to perform the new assignments, responsibilities, and tasks. Specialized training shall be provided, including but not limited to the following special assignments:

- (a) Western Wayne County Special Operations Team member
- (b) Investigator
- (c) Firearms instructor
- (d) Subject control instructor
- (e) Motorcycle officer
- (f) Bicycle patrol officer
- (g) Canine handler
- (h) Accident investigator
- (i) Field training officer
- (j) Community relations/training officer
- (k) School resource and/or Drug Abuse Resistance Education (D.A.R.E.) officer
- (l) Court officer

203.5 TRAINING COMMITTEE

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

The Training Committee should be comprised of at least three members, with the senior ranking member of the committee acting as the chairperson. Committee members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Sergeant may remove or replace members of the committee at his/her 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 an incident. Specific incidents the Training Committee should review include, but are not limited to:

- (a) Any incident involving the death or serious injury of a member.
- (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 Training Sergeant, 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 Training Sergeant. The recommendation should not identify specific facts of any incidents, such as

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identities of members involved or the date, time and location of the incident, but should focus on the type of training being recommended.

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

203.6 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:
 - 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 his/her supervisor as soon as practicable but no later than one hour prior to the start of training and shall:
 - 1. Document his/her absence in a memorandum to his/her supervisor.
 - 2. Make arrangements through his/her supervisor or the Training Sergeant to attend the required training on an alternate date.

203.7 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a Web-accessed system that provides training on the Livonia 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 Patrol Operations Lieutenant.

Members assigned to participate in DTBs shall only use the login credentials assigned to them by the Patrol Operations Lieutenant. 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

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DTB system can be accessed from any Internet-enabled computer, members shall only take DTBs as part of their on-duty assignments, unless directed otherwise by a supervisor.

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

203.8 TRAINING RECORDS

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

203.8.1 TRAINING RECORD REQUIREMENTS

For any training class or course conducted or delivered by the Department or by an outside agency on behalf of the Department, the Training Sergeant shall maintain records to include:

- (a) Course content or lesson plan.
- (b) Names of persons in attendance.
- (c) Names and qualifications of training instructors.
- (d) Performance of attendees, including qualification or test results if applicable.
- (e) Retention of records of course materials (e.g., articles, newsletters, videos).
- (f) Retention of training class and/or course records in accordance with Michigan Administrative Code and the applicable retention schedule.

203.9 TRAINING SERGEANT

The Chief of Police shall designate a Training Sergeant who is responsible for developing, reviewing, updating, and maintaining the department-required training plan. The Training Sergeant should review the training plan annually.