

## Training

### 208.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program. Training will provide for the professional growth and continued development of department personnel, and will ensure department personnel possess the knowledge and skills necessary to provide a professional level of service to the community. A training program to enhance the department's relationship with the community will also be developed.

### 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 recognized as within law enforcement best practices.

### 208.3 TRAINING PLAN COMMITTEE

The Chief of Police, or his or designee, will appoint a Training Plan Committee. This committee shall consist of the Training Director and representatives of the Training Center, a

representative from Internal Affairs, and other appointed representatives from within and without the department. Appointees will serve at the discretion of the Chief of Police. The Training Plan Committee shall develop short term and long term Training Plan guidelines for internal and external purposes. It is the responsibility of the Training Plan Committee to maintain, review, and update the training plan on an annual basis.

#### 208.3.1 TRAINING NEEDS ASSESSMENT

The Training Plan Committee will conduct an annual training-needs assessment of the department to prepare for the subsequent year of training. The needs assessment will be reviewed by Command staff. Upon approval by Command staff, the needs assessment will form the basis for the training plan for the fiscal year. Depending on the needs of the Department, the plan may be modified.

#### 208.3.2 TRAINING PLAN

A training plan for all employees will be developed by the Training Plan Committee and maintained by the Training Center. The plan will ensure, at minimum, that all sworn members will successfully complete an annual training program of no less than 24 hours.

The Training Plan should include such topics as, but not be limited to:

- (a) Federal and Washington Court cases and mandated training
- (b) Legal and Policy updates
- (c) Defensive Tactics, Firearms, and Use of Force

# Spokane Police Department

## Policy Manual

### *Training*

---

- (d) Emergency Vehicle Operation
- (e) First Aid
- (f) CIT
- (g) Procedural Justice and De-escalation training
- (h) Role Specific Training
- (i) Any training as defined by policy

Training Plans for Specialty Team training will be submitted to the Training Plan Committee for review and maintained by the Training Unit.

#### **208.4 TRAINING DOCUMENTATION**

Detailed records shall be kept of all in-service training sponsored by or presented on behalf of the Spokane Police Department. Records should minimally include the following:

- An overview of the course content and/or an instructor lesson plan.
- Names and agency contact information of all attendees.
- Instructor credentials or resume.
- Individual attendee test results (if applicable).
- Course completion roster or certificates.

#### **208.5 TRAINING PROGRAMS**

Remedial Training-Work Improvement:

The Training Unit will assist the affected officer's immediate supervisor in cooperation with Human Resources by creating, implementing and evaluating a work improvement program for officers that have been determined to need remedial training.

Required Re-Entry / Re-Integration Training Plan:

- Any officer absent for any reason for a period of more than six months, or as deemed necessary by their immediate supervisor, shall be assigned to the Training Academy for a minimum of one shift. This shall occur prior to their being assigned in any capacity to their primary duty post.
- It shall be the responsibility of the Training Unit in cooperation with the officer and the officer's immediate supervisor to design and implement a re-integration training program. This program will be designed to fit the unique needs of the officer taking into account their seniority, position, length of time absent, and known skill sets.
- The Training Unit will also act as coordinator for any certifications, equipment or qualifications the officer may be required to have or that require updating.
- All re-entry, re-integration training shall be designed for the skills and training necessary for a smooth transition back to their primary assigned position.

# Spokane Police Department

## Policy Manual

### *Training*

---

#### **208.6 PRE-ACADEMY, PRE-FTO, AND EQUIVALENCY ACADEMY**

The Training Unit will coordinate and issue all necessary pre-academy paperwork and qualifications for new SPD recruits.

The Training Unit will arrange all necessary paperwork, supplies and travel arrangements for all entry level officers attending the Washington State Criminal Justice Training Commission (WSCJTC) Basic Academy.

- A vehicle for transportation and a laptop computer will be supplied to the officers should it be necessary for them to attend the WSCJTC Academy in Burien, Washington.
- All Pre-FTO Academy training will be designed and implemented by the Training Unit. The Training Unit will arrange all necessary paperwork, supplies and travel arrangements for all lateral officers attending the WSCJTC Equivalency Academy, as well as any Pre-FTO training that may be needed for department specific skills and knowledge.

#### **208.7 TRAINING PROCEDURES**

All employees assigned to attend training shall attend unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to:

- (a) Court appearances
- (b) First choice vacation
- (c) Sick leave
- (d) Physical limitations preventing the employee's participation.
- (e) Emergency situations

When an employee is unable to attend mandatory training, that employee shall:

- (a) Notify his/her supervisor as soon as possible, but no later than one hour prior to the start of training.
- (b) Document his/her absence in a memorandum to his/her supervisor.
- (c) Make arrangements through his/her supervisor and the Training Lieutenant to attend an alternate date

When an employee attends training outside of the Spokane Police Department, it is the employee's responsibility to notify the training center to update their training records.