3.5 TRAINING EMPLOYEE RETENTION AND CAREER DEVELOPMENT

3.5.1 PURPOSE

To establish a training system and related standards to ensure accountability and appropriateness in all departmentally required and professional training received by Department employees.

3.5.2 POLICY

All police-related training shall be consistent with the Department’s values, mission, goals, objectives and policies, as well as the rules and regulations of Kansas CPOST.

3.5.3 IN GENERAL

A. The Training Unit operates as a satellite branch of the Kansas Law Enforcement Training Center (KLETC). The Training Unit shall abide by all directives issued by KLETC, Kansas Commission on Peace Officers’ Standards and Training (KSCPOST) and by the law governing training centers as mandated by KSA 74-5601, et seq.

B. The Training Unit shall keep all training records for the Topeka Police Department to include:

1. Course content;
2. Names of Department attendees; and
3. Performance of individual attendees as measured by tests, if administered.

The Training Unit shall update the training records of employees following their participation in training programs.

C. The Fiscal Unit shall account for training revenue received from KSCPOST for each training academy hosted by the department.

D. Employees should forward copies of all certificates or diplomas earned to the training unit.
E. The Training Committee shall be made up of the Director of Training; representatives of all Bureaus to include: Criminal Investigations, Field Operations, Community Outreach and two FOP representatives.

1. The committee may actively work in cooperation with the Director of Training to assist in the Department’s training function.
2. The committee may make recommendations for in-service, roll call, and recruit training to the Training Director, with a copy to the Chief of Police. They may use reports from the following sources:
   a. Accident/Pursuit Board reports;
   b. Use of Force Review Team reports;
   c. Legal bulletins; and
   d. New policies, policy changes & special orders;

F. The Employee Retention Committee shall be led by the Director of Training and shall also include the following:
1. Recruitment Sergeant
2. Academy Sergeant
3. Three employees selected by the Chief or designee
   a. Two sworn and one non-sworn employee within this selection group
4. Two employees selected by the FOP leadership
   a. The FOP leadership may also name two alternate employees, who may attend the committee meetings in the event that the regular FOP appointed member is not available. The responsibility of notification for these transitions shall rest with the FOP.
5. The retention of qualified agency personnel, sworn and non-sworn, is essential to preserving a high level of morale and agency readiness.
6. Improving retention efforts also reduces the financial impacts of training new personnel repetitively in essential skill set requirements.
7. The committee will annually review the current agency employee retention efforts and actively seek out enhancements in those programs.
8. The committee will also actively work to develop inventive strategies to improve employee retention efforts within this agency.
9. The committee may make recommendations to the Chief of Police, via the Training Director (Committee Chairman), in regards to their findings.

3.5.4 PROCEDURES

A. Training Operations Manual

1. The Training Operations Manual outlines standard operating procedures for the Training Unit.
2. The Training Director should review the Operations Manual biannually or more frequently if needed to ensure it reflects the current operations procedures and any statute change.
3. The Training Director will forward Training Operations Manual changes to the Planning and Accreditation Unit. The Planning and Accreditation Unit will ensure the changes meet CALEA standards and do not conflict with current general orders.
4. The Chief of Police shall approve the Operations Manual before implementation.

B. Recruit Training

1. The Director of Training shall follow the recruit academy curriculum directed by KLETC and augment that training based on the needs of the Department.
2. All recruits will be trained in biased policing issues and the legal aspects of such action.
3. The Director of Training shall administer the Field Training Program. The details of the program are outlined in the Operations Manual and the FTO (Field Training Officer)/FTS (Field Training Supervisor)/FTD (Field Training Detective) Manual.
4. The Training Unit shall conduct initial and in-service training for all FTO, FTS and FTD's.
5. All sworn officers must complete recruit training prior to being assigned to carry weapons (with the exception of training purposes) or make arrests.

C. In-Service Training

All sworn personnel shall complete the mandatory 40 hours of annual in-service training required by KSCPOST.

1. The Training Unit shall offer adequate training opportunities to ensure sworn personnel can complete annual in-service requirements.
2. Annually KSCPOST and the Training Unit determine mandatory training that all sworn personnel must attend. This shall include but is not limited to:
   a. An annual training on agency’s use of force policy and demonstrable proficiency with all approved lethal weapons and electronic control devices;
   b. Biennial less-lethal force training to include demonstrable proficiency on all weapons and techniques authorized for use;
   c. Annual updates on statutes and case law; and
   d. Annual training on biased based policing.

D. Remedial Training

1. Each Bureau is responsible for identifying employees needing remedial training.
2. The Training Unit may assist the facilitation of remedial training.
3. Remedial training will be administered within 3 months of the initial training.
4. All remedial training shall be documented.

E. Off-Site Training

1. Employees who wish to request off-site training courses shall:
   a. Complete a Training Request Form; and
   b. Submit the request for course posting (if applicable) through their chain-of-command.

2. All employees attending off-site training may be required to sign a travel voucher.

F. Specialized Areas of Training

1. The Accreditation Manager should attend accreditation manager training through CALEA within one year of taking the assignment.
2. The Training Unit and Bureau Commanders shall:
   a. Identify other positions that may require specialized training; and
   b. Ensure certifications and licenses are maintained for police proficiency.
3. The Training Unit shall assist City Human Resources in providing:
   a. Supervisory or management training for newly promoted sworn and non-sworn personnel; and
   b. Ongoing training on management, supervision techniques, personnel policies, and support services available.
4. Any unit that performs on the job training, proficiency testing, readiness exercises, or annual updates for specialized units shall:
   a. Prepare lesson plans;
   b. Document training attendance; and
   c. Forward training information to the Training Unit.

G. Accreditation Training

1. Training on familiarization with the accreditation process to include; a historical perspective, the goals and objectives, and advantages and impact to the Topeka Police Department will be conducted when the following occur:
3.5 TRAINING EMPLOYEE RETENTION AND CAREER DEVELOPMENT

a. Newly hired personnel within 30 days of beginning employment or 30 days after completing the recruit academy
b. All agency personnel during the Topeka Police Departments self-assessment phase when achieving initial accreditation or
c. To all agency personnel prior to an on-site assessment

H. Attendance at Training Programs

1. All employees assigned to attend training must comply with General Order 3.10.4.
2. Supervisory personnel shall notify the Training Unit of any absence.
3. Training may set an additional session or makeup session for students who miss training due to excused or unexcused absences.
4. Employees shall maintain casual business attire as defined in the current FOP Contract and current policy. Blue jeans, fatigues, etc. are only acceptable when authorized by the Training Director for specific classes.

I. Instructor Selection and Training

1. In-house instructor qualifications include:
   a. Successfully completing probation (18 months of continuous service); and
   b. Additional qualifications may be required for this position.
2. The Training Unit shall be responsible for the selection of instructors, with approval of the Chief:
   a. For recruit classes and initial certification to KLETC; and
   b. For in-service training.
3. Instructors shall use the KLETC lesson plans as required by KLETC or prepare lesson plans for other training conducted by the department.

J. Roll Call Training

1. Roll call training is to keep employees up to date between formal training sessions and to refresh past training.
2. Roll call training is the responsibility of each Bureau. The Training Unit should assist each Bureau with the development of roll call training.
3. Each Bureau shall forward reports to the Training Unit of roll call training performed and those who attended.
K. Civilian Training

1. Specific tasks conducted by civilian employees may require specialized training, including supervisory or promotion training. The Training Unit shall assist in coordinating the training when requested.

3.5.5 CAREER DEVELOPMENT

A. Training and career development afforded to Department employees will benefit both them and the Department’s internal and external customers. All personnel shall have equal access to training and development opportunities. The focus of training and career development will be to highlight specific opportunities for individual growth at all levels and to improve overall job satisfaction. The Department will assist employees in planning their career paths through the utilization of formal schooling opportunities and law enforcement related training courses to improve their skills, knowledge, and abilities so that they can successfully perform the tasks assigned to them. Skill development training should be provided either before or shortly after, an employee’s promotion.