

Training

208.1 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.

208.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local, and the Oregon Department of Public Safety Standards and Training (DPSST) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

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 department members.
- (c) Provide for continued professional development of department members.
- (d) Ensure compliance with DPSST rules and regulations concerning law enforcement training.

208.4 TRAINING PLAN

A training plan will be developed and maintained by the Training Manager. It is the responsibility of the Training Manager to maintain, review, and update the training plan on an annual basis. The plan will address the following areas:

- Legislative changes and changes in case law
- State-mandated training
- Prison Rape Elimination Act (PREA)
- High-liability issues training
- Training on department policies and procedures
- Trauma-informed practices (ORS 181A.445)

208.4.1 TRAINING COMMITTEE

The Training Committee will consist of the following personnel:

- The Lieutenant
- One Sergeant

Umatilla Police Department

Umatilla PD Policy Manual

Training

- One department instructor or Field Training Officer
- The Reserve Coordinator

The function of the committee will be to establish a training calendar that includes sufficient training to accommodate the required mandated training for patrol officers as set forth by DPSST and the Umatilla Police Department Policy Manual.

The Committee will also assist with the scheduling of our annual training classes and review of the annual training upon completion. Additionally, the committee will review all requests from officers and forward their recommendation of approval or denial to the Chief of Police. The Committee's decision will consider if the requested training is within the necessary scope of the duties of the submitting employee and falls within the committee's established budgetary limits.

The Chief of Police will have the final decision on approving or denying any training requests.

208.4.2 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 training
- (b) State-mandated training:
 1. Candidates hired for officer positions shall commence the basic training course within 90 days of employment. Such candidates shall complete the basic training course and the field training manual within 18 months of employment. The basic law enforcement training requirement may be waived if the candidate meets the criteria established by DPSST (OAR 259-008-0025).
 2. During the three-year maintenance schedule, each officer shall (OAR 259-008-0065):
 - (a) Maintain adult and child CPR certification.
 - (b) Maintain first aid certification.
 - (c) Complete a minimum of 84 hours of Umatilla Police Department-approved training, which shall include:
 1. A minimum of 8 hours of firearms or use of force training annually.
 2. A minimum of 1 hour of ethics training annually.
 3. A minimum of 3 hours of mental health/crisis intervention training.
 4. A minimum of 2 hours of airway and circulatory anatomy and physiology training.
 5. A minimum of 3 hours of equity training as prescribed by DPSST.

Umatilla Police Department

Umatilla PD Policy Manual

Training

208.5 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 the member's supervisor as soon as practicable but no later than one hour prior to the start of training and shall:
 - 1. Document the member's absence in a memorandum to the member's supervisor.
 - 2. Make arrangements through the member's supervisor and the Training Manager to attend the required training on an alternate date.

208.6 TRAINING COSTS

It is the responsibility of the Chief of Police to determine when the Umatilla Police Department may be entitled for training reimbursements when an officer has completed any portion of basic training in the last 36 months and voluntarily leaves employment and is subsequently employed by a different law enforcement agency in a position that requires the same training. If it is determined to seek reimbursement for qualifying expenses, the requests shall comply with the provisions of ORS 181A.620.

208.7 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Umatilla 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 Training Manager.

Members assigned to participate in DTBs shall only use login credentials assigned to them by the Training Manager. 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 this agency.

Members 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. 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 DTB

Umatilla Police Department

Umatilla PD Policy Manual

Training

system can be accessed from any internet active computer, members 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 those under their command to ensure compliance with this policy.

208.8 TRAINING MANAGER

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

208.9 TRAINING RECORDS

The Training Manager 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.