

# CITY OF BARSTOW

CALIFORNIA

## POLICE

### POLICIES and PROCEDURES MANUAL:

Subject: TRAINING

#### INTRODUCTION:

The Barstow Police Department has an obligation to provide a professional standard of law enforcement service to the community. One method of fulfilling that responsibility is through the continual training and performance upgrading of its personnel.

#### OBJECTIVES:

This department seeks to provide and encourage its personnel to participate in training and advanced education on a continual basis. Training is provided to all personnel, regardless of rank or position, as much as possible within the limits and dictates of budgetary constraints, deployment needs, statutory requirements, legal mandates, and the availability of timely, quality instruction.

#### TRAINING GOALS:

- A. Improved law enforcement service to the community
- B. Increased effectiveness of individual personnel
- C. Career development of department personnel.

#### TYPES OF TRAINING:

- A. **Mandatory:** Demanded by POST, such as:
  1. Basic Academy
  2. Continuing Professionalism Training
  3. Supervisory training
  4. Other mandatory training
- B. **Statutory:** Required by the State of California, such as:
  1. Range and Firearms qualification
  2. Mace/tear gas training
  3. C.P.R./First Aid Training
  4. Domestic Violence
- C. **Essential:** To improve the departmental performance, such as:
  1. Specialized investigations
  2. Report Writing
  3. Interrogation Techniques
  4. Other technical courses or specialties

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- D. *Desirable: that training sought by personnel which would benefit the overall service to the community by the department.*
- E. *Assignment Specific: Investigation, F.T.O., Training, Traffic, Crime Prevention, etc.*
- F. *Proficiency: Job related, Interest Oriented; Advanced Narcotics, Latent Fingerprints, Crisis intervention, Crime Scene Investigation.*

Training requests which fall within the "Assignment Specific" and "Proficiency" categories shall be approved primarily on the basis of identified needs within the Department. This may vary from time to time, depending upon the direction and focus of Departmental concerns. It will be the responsibility of Command Staff and the Training Coordinator to assess this direction and formulate consistent training recommendations for consideration by the Chief of Police.

**NOTE:** Proficiency training is approved based upon not only assessed Department needs, but meritorious employee performance.

### TRAINING DELIVERY:

To accomplish the objectives of this policy, training may be provided in any manner consistent with those objectives, including, but not limited to the following:

- A. *Specialized training at POST approved courses and locations;*
- B. *Individual training by Supervisors and Senior Officers;*
- C. *Periodic In-House instruction, such as firearms training.*

### PROBATIONARY TRAINING:

As a condition of employment, all probationary officers shall be assigned and required to graduate from a P.O.S.T. certified training school. Those officers who have training or educational backgrounds that are acceptable to P.O.S.T. for the basic certificate are excluded.

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In addition, as a condition of probation, police officers may be required to attend specialized courses should it be determined that the officer is lacking certain knowledge or ability to successfully carry out his/her duties as a "competent" law enforcement officer.

### FIELD TRAINING:

Upon completion of a P.O.S.T. certified training school, the officer will be assigned to a Field Training Officer for completion of the Departmental Field Training Guide.

### RETRAINING:

When a sworn officer has been off work for an extended period of time, he/she shall be required to successfully complete a field retraining program. During this retraining phase, the officer will be evaluated daily by a field training officer to assure that the officer's skills and knowledge meet with current department standards. These daily written evaluations will become a permanent part of the officer's training record. The length of field retraining will be determined by the patrol lieutenant, based on the daily evaluations and field training officer feedback.

When a sworn officer has been assigned to a special detail outside the normal patrol function for an extended period of time, he/she shall be assigned to a limited retraining program. The structure and length of this retraining phase shall be determined by the patrol lieutenant.

### CONTINUING EDUCATION:

As a condition of continued employment, police officers shall be required at all times to possess certain demonstrated knowledge, skills and abilities necessary to successfully execute the duties of a competent law enforcement officer. The Barstow Police Department may test the competency of an officer at any time. Officers are expected to obtain sufficient knowledge, skills and abilities from available sources including, but not limited to, Department reimbursed or Department sponsored training to successfully demonstrate competency in required areas. Officers will be encouraged to become involved in continuing educational endeavors that would enhance their career advancement.

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### REQUESTS FOR SPECIFIC TRAINING:

Officers or Employees requesting permission to attend a specific training course should submit a training request form to the Chief of Police, via his/her supervisor following appropriate chain of command. This will assure proper communications and prevent scheduling from becoming an issue.

### APPROVAL PROCESS:

The requesting employee's immediate supervisor will confer with the individual in charge of scheduling to assure manpower deployment for the concerned period is not adversely affected. This will guarantee minimum manpower needs are met, thus preventing the necessity of overtime by another officer to adequately meet the manpower needs for that period.

Training requests will be reviewed by the Division Commander to assure that appropriate funding is available.

Final approval of all special training requests will be made by the Chief of Police.

### APPROVED REQUESTS:

Approved requests will be given to the Training coordinator who will make all necessary arrangements for attendance, lodging, and transportation. Requests should be initiated 4 to 7 weeks in advance in order to facilitate this process and guarantee enrollment.

### DENIED REQUESTS:

Requests that are denied will be returned to the initiating employee with the appropriate comments.

### REIMBURSEMENT:

Reimbursement for all approved training courses will be provided by the City of Barstow based on existing City Policy. Reimbursement to the City from P.O.S.T. will be coordinated by the Training Coordinator.

### TRAINING FEEDBACK:

Upon completion of any outside agency training activity, it is the responsibility of the attending individual to complete and return all necessary accounting forms to the Training Coordinator within five days. Also included will be an evaluation form for the individual to give a brief critique on the course and an overall evaluation. If a

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certificate of completion has been received for the course, a copy of same shall be turned in to the Training Coordinator for the individual's training file.

Individuals attending training activities may also be requested to prepare a video tape or training bulletin on the information learned. This will provide for better information flow and legitimize the training function.

### DUTY OF THE INDIVIDUAL REGARDING TRAINING:

It is the desire of the administration of the Department that the training afforded its personnel be recognized for the positive value it provides to the individual and the Department itself. All personnel are reminded of their responsibility to keep current on the many changes which occur within the field of law enforcement, both legally and procedurally, and to incorporate these changes into their work routine. Personnel who acquire the knowledge and training provided and translate it into action will provide an improved level of service to the community and minimize potential discredit to themselves, the department and the City of Barstow. With this in mind, personnel are reminded and encouraged to approach and participate in all training assignments with appropriate decorum.

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