

## Training

### 203.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will meet the standards of federal, state, local and POST training requirements. It is a priority of this department to provide continuing education and training for the professional growth and progressive development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the public.

#### 203.1.1 PRE-APPOINTMENT TRAINING

This department requires all candidates for employment as officers to complete an approved Colorado basic academy pursuant to CRS § 24-31-305 before performing duties of a certified peace officer, as defined by CRS § 16-2.5-102. Officers may alternatively obtain a provisional certificate prior to appointment or otherwise meet the training and certification standards within the parameters, extensions and exceptions set by POST (CRS § 24-31-308 and CRS § 30-10-501.6 (1)).

### 203.2 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 reasonably possible, the Department will use courses certified by the Colorado POST Board or other regulatory or nationally recognized entities.

### 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 personnel.
- (c) Provide for continued professional development of Department personnel.
- (d) Assist in compliance with statutory requirements.

### 203.4 TRAINING PLAN

It is the responsibility of the Operations Division Commander to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and department-required training is completed by all employees. The plan shall include a systematic and detailed method for recording and logging of all training for all personnel. While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Operations Division Commander shall review the entire training plan on an annual basis. The plan will include information on curriculum, training material, training facilities, course and student scheduling. The

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plan will address the state-required, minimum-mandated training of certified officers or hiring of civilian employees.

Training listed may be provided in basic training programs. The Operations Division Commander is responsible for ensuring members of the Department have been trained as required. Division Commanders are responsible for ensuring that specialized training related to an assignment is current and aligned with best practices.

### 203.4.1 MANDATED TRAINING

a. Federally mandated training:

1. National Incident Management System (NIMS) training (once depending upon position and rank)

b. State-mandated training:

1. Annual completion of any mandated training required by POST (CRS § 24-31-315)

c. Department-mandated training:

1. Emergency Operations Plan (supervisors every two years)

2. CPR/First aid refresher (every two years, or as needed)

3. Emergency vehicle operations (all certified employees yearly)

4. Firearms training (all certified employees quarterly)

5. Defensive tactics (all certified employees yearly)

6. Taser, impact weapon, chemical weapon or other less-lethal weapon (yearly)

7. Use of force policies (all certified employees review yearly)

8. Search, seizure and arrest (all certified employees yearly)

9. Legal updates (all certified employees yearly)

### 203.5 TRAINING COMMITTEE

The Operations Division Commander shall establish a Training Committee, which will serve to assist with identifying training needs for the Department.

The Training Committee shall be comprised of at least three members, with the senior ranking member of the committee acting as the chairperson. Members should be selected based on their abilities to conduct a tactical debriefing and at assessing related training needs. The Operations Division Commander 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

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to the incident. Specific incidents the Training Review Board should review include, but are not limited to:

- a. Any incident involving the death or serious injury of an employee.
- b. Incidents involving a high risk of death, serious injury or civil liability.
- c. Incidents identified by a supervisor as appropriate to review to identify possible training needs.

The Training Committee should convene on a regular basis as determined by the Chief of Police or the authorized designee 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 Operations Division Commander. The recommendation should not identify specific facts of any incidents, such as identities of employees involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Operations Division Commander will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and available resources.

### **203.6 TRAINING PROCEDURES**

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:
  1. Court appearances
  2. Approved annual leave
  3. Sick leave
  4. Physical limitations preventing the employee's participation
  5. Emergency situations
- (b) When an employee is unable to attend mandatory training, that employee shall:
  1. Notify his/her supervisor as soon as possible.
  2. Document his/her absence in a memorandum to his/her supervisor.
  3. Make arrangements through his/her supervisor and the FTO 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 Colorado State University 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 Operations Commander.

Personnel assigned to participate in DTBs shall only use login credentials assigned to them by the Operations Commander. Personnel should not share their password with others and

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should frequently change their password to protect the security of the system. After each session, employees 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.

Employees 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. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet active computer, employees 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 personnel under their command to ensure compliance with this policy.

#### **203.8 TRAINING RECORDS**

The Skills Manager is responsible for the creation, filing and storage of all training records. Training records shall be retained in compliance with the current records retention schedule.

#### **203.9 FIELD TRAINING PROGRAM**

The FTO Sergeant shall establish a field training program for recruit police officers that is of sufficient duration to provide for the adequate orientation and training of the new peace officer in the lawful operations of the Department. The program shall establish procedures for the selection, appointment and training of Field Training Officers (FTO) and supervisors, the daily evaluation of recruits participating in the program and the rotation of FTO personnel to provide for the objective evaluation of recruit performance.