1500.00 Training

Refer:

- Training Advisory Committee Bylaws
- Directive 1020.00, Firearms
- Directive 1501.00, Field Training Program
- Training Division Standard Operating Procedures(SOPs):
    - SOP 1-19 Training Division Instructor Selection Standards
    - SOP 1-21 Request to Provide Training and Submission of Lesson Plans
    - SOP 5-2 Reintegration of Training for Sworn Members After an Extended Absence or an Extended Light Duty Assignment

Definitions:

- Responsibility Unit (RU) Manager: The highest ranking sworn member or the civilian manager in a Responsibility Unit.

- Training Manager: The highest ranking sworn member permanently assigned to the Training Division.

- Annual Training Plan: A document produced by the Training Division which details all training due to be delivered in the next year. It expressly identifies who will receive training, what course material the Training Division will present, when and where the training will occur, and the reason for the training.

- Procedural Justice: The idea of fairness in the processes that resolve disputes and allocate resources. Relative to policing, it is the perception of being treated with respect and dignity by the police, in an impartial manner in accordance with the law.

Policy:

1. It is the policy of the Training Division to administer a comprehensive training program that will provide for the professional growth and continued development of all sworn members. PPB provides necessary and adequate training as required by law and policy mandates, and as required for member assignments, staffing levels. In managing training programming the Training Division plays a significant role in ensuring members possess the knowledge and skills necessary to provide a professional level of service that meets community needs and furthers the safety of members and the community.

2. All aspects of PPB training shall reflect and instill agency expectations that officers are committed to the constitutional rights of all individuals whom they encounter, including those individuals who have or are perceived to have mental illness, and employ strategies to build community partnerships to effectively increase public trust and safety.

3. PPB is committed to training its sworn members in community policing principles and tactics that encourage the use of non-traditional policing responses when practical. This training shall be informed by input from both the community and evidence-based strategies, such as procedural justice and interpersonal communications skills. Training shall encourage creative thinking, proactive problem-solving, community engagement, and techniques for dealing with quality-of-

life concerns. Training shall utilize community members and people with lived experience where appropriate in instruction.

Procedure:

1. Annual Training Needs Assessment:
    1.1. The Training Division shall conduct an annual training needs assessment of the Bureau. At a minimum, the needs assessment shall consider the following: (a) trends in hazards officers are encountering in performing their duties; (b) analysis of officer safety issues; (c) misconduct complaints; (d) problematic uses of force; (e) input from members at all levels of the Portland Police Bureau; (f) input from the community; (g) concerns reflected in court decisions; (h) research reflecting best practices; (i) the latest in law enforcement trends; (j) individual precinct needs; and (k) any changes to Oregon or federal law or Portland Police Bureau policy.

    1.2. The Chief or designee shall review the needs assessment during the Annual Training Plan development process. The annual needs assessment shall inform the Annual Training Plan for the coming calendar year(s).

    1.3. On an annual basis, the Training Manager shall provide the Inspector with a copy of the Annual Needs Assessment for auditing purposes and revisions consistent with the Inspector's role.

2. Annual Training Plan:
    2.1. The Annual Training Plan expressly identifies who will receive training, what course material the Training Division will present, when and where training will occur, and the reason for the training. The Training Manager or their designee shall develop the Annual Training Plan, which they shall review and update annually. It is the responsibility of the entire command staff to provide input to the Training Division to inform the Annual Training Plan. On an annual basis, the Training Manager will brief the Chief of Police on the Annual Training Plan. The Chief of Police may adjust the Annual Training Plan as needed.

3. Training Program Evaluation:
    3.1. The Training Division shall employ a program of evaluation that provides for the collections, analysis, and review of data regarding the effectiveness of training for the purpose of improving future instruction, course quality, and curriculum.

    3.2. Evaluations shall measure and document student satisfaction with the training received; student learning as a result of training; and the extent to which members are applying the knowledge and skills acquired in training to their jobs.

    3.3. Employees who analyze evaluation results shall report the results to the Training Manager or designee and shall include student evaluations of the programs and the instructor.

4. Training Advisory Council:

4.1. The City Council established the Training Advisory Council by Ordinance on March 14, 2012. The mission of the Training Advisory Council is to provide ongoing advice to the Chief of Police and the Training Division, in order to continuously improve training standards, practices, and outcomes through the examination of training content, delivery, tactics, policy, equipment, and facilities.

4.2. The Training Advisory Council shall meet at least quarterly and will provide input to the Training Division as part of the annual needs assessment. Each quarter (every three months), the Inspector shall report to the Training Advisory Council and Training Division regarding patterns and trends in officers' uses of force. The Training Advisory Council and Training Division shall make written recommendations to the Chief regarding proposed changes in policy, training, and/or evaluations based on patterns and trends in officers' uses of force. The Chief's Office shall assess all use of force patterns which the Training Advisory Council and/or Training Division identify and timely implement necessary remedial training to address those deficiencies.

4.3. Training Advisory Council meetings will be open to the public unless the matter under discussion is confidential or raises public safety concerns, as determined by the Chief.

5. Maintenance and Reporting of Training Records:

5.1. The Training Manager is responsible for ensuring the maintenance of all training records.

5.1.1. The Training Division shall electronically track, maintain, and report records of training curricula, lesson plans, training delivered, attendance records, individual scores, and other training materials.

5.1.2. The Training Division shall maintain these electronic files in a central, commonly accessible, and organized file system.

5.2. The Training Division shall record all completed training in a member's training record.

5.3. The Training Division shall provide semi-annual training reports to each Reporting Unit.

5.4. Each member's immediate supervisor shall review the semi-annual report for the members under their command and ensure that their members' are attending training as required, or, if not, consult with their Reporting Unit Manager and the Training Manager to resolve the deficiency.

5.5. The Department of Public Safety Standards and Training (DPSST) requires all sworn police officers to attend on-going training in order to remain certified. Each member's training record is reviewed by DPSST on a three-year cycle and the member must have the following to maintain their certification:

1) A current First Aid/CPR Certification;
2) 8 hours of annual firearms or use of force training (24 hours total);

3) 60 hours of other training.

5.5.1. DPSST also requires members with their Supervisory Certification to attend on-going training in order to remain certified. Each member with a Supervisory Certification must have the following in order to maintain their certification:

1) A current First Aid/CPR Certification;
2) 8 hours of annual firearms or use of force training (24 hours total);
3) 24 hours supervisory/leadership training;
4) 36 hours of other training.

5.6. In order to satisfy state certification requirements, the Training Division shall report training to DPSST on both a monthly and annual basis. The Training Division shall also conduct an annual review of each member's training records to ensure compliance with state standards.

5.7. In addition to state certification requirements, the Training Division shall issue and maintain certifications for specialized skills (e.g. FTO, ECIT, AR-15) Members shall attend maintenance training when required in order to maintain their proficiency in these specialized skills.

6. Training Procedures:

6.1. Field Training:

6.1.1. Refer to Directive 1501.00, Field Training Program.

6.2. PPB Advanced Academy training:

6.2.1. In order to provide for the continued growth of newly appointed officers, the Training Division shall deliver Advanced Academy training to all probationary officers.

6.2.2. The Training Manager shall consider and approve or disapprove all Advanced Academy Training.

6.3. Tenured Officer Training, generally:

6.3.1. The Chief of Police, or designee, shall require via a Special Order that tenured members attend training.

6.3.2. Members shall be released to full duty in order to attend training, unless they have been pre-authorized to attend by their Responsibility Unit Manager and the Training Manager.

6.3.2.1. Members must participate fully in order to receive credit for training.

6.3.3. Members attending training, regardless of rank or position, shall follow the direction of an instructor as they would the direction of a supervisor.

6.4. Annual In-Service training:

6.4.1. In order to provide for the continued certification, growth and development of Bureau members, the Training Division shall deliver annual In-Service training to all active members that meets or exceeds the state standard.

6.4.2. The Training Manager shall oversee the development of the training plan and provide it to the Chief of Police, or designee, for approval.

6.5. Supervisory Training:

6.5.1. Newly promoted Sergeants and Lieutenants will earn their initial supervisory certification in accordance with the requirements set forth by DPSST.

6.5.2. In order to provide supervisory members with the training needed to maintain their supervisory certification, the Training Division shall deliver Supervisory training to all supervisory members.

6.5.3. The curriculum for Supervisory training shall be informed by the Annual Needs Assessment.

6.6. PPB Certifications:

6.6.1. The Training Division shall deliver training to members for certification in specialty skills (e.g. FTO, ECIT, AR-15).

6.6.2. The Training Division shall provide members with on-going training in order for members to maintain their certification(s).

6.6.3. The curriculum for specialty skills training shall be informed by the Annual Needs Assessment.

6.7. Retraining:

6.7.1. Sworn and non-sworn members may have absences from full duty resulting from injury, other service connected or non-service connected disability, military, educational and personal leave, resignation and rehire, or other reasons. The Bureau has a responsibility to provide refresher training to members returning to full duty after an absence to ensure the safety of officers, the community, and to maintain a high level of service delivery and officer conduct.

6.7.2. Sworn members returning to full duty after an absence of one (1) to less than ninety (90) days shall be assigned to their Responsibility Unit to identify and complete any outstanding training requirements applicable to the member's current assignment.

6.7.2.1. The Responsibility Unit Manager or designee, shall determine if the returning member is required to do any of the following:

6.7.2.1.1. Qualify or recertify with their Bureau authorized primary sidearm other weapon(s), electronic control weapon (ECW), or other equipment as required by directive.

6.7.2.1.2. Complete any other training as required by the Training Division, directive, special or general order, or city policy.

6.7.2.1.3. Review and test on any policies enacted during the member's absence.

6.7.2.2. The Responsibility Unit Manager may require the returning member to work with another non-probationary member for a reorientation period. The member's Responsibility Unit Manager will determine the length of this assignment depending on the member's progress.

6.7.2.3. If training deficiencies are identified during reorientation, the member's Responsibility Unit Manager will consult with the Training Manager to develop a training reorientation plan.

6.7.3. Sworn members returning to full duty after an absence of more than ninety (90) days, but less than one hundred eighty (180) days shall be assigned to their

Responsibility Unit to identify and complete any outstanding training requirements applicable to the member's current assignment.

6.7.3.1. In consultation with the Training Division, The Responsibility Unit Manager or designee, shall determine if the returning member is required to do any of the following:

6.7.3.1.1. Qualify or recertify with their Bureau authorized primary firearm, other weapon(s), electronic control weapon (ECW), or other equipment as required by directive.

6.7.3.1.2. Complete any other training as required by the Training Division, directive, special or general order, or city policy.

6.7.3.1.3. Review and test on any policies enacted during the member's absence.

6.7.3.2. The Responsibility Unit Manager shall require the returning member to work with another non-probationary member for a reorientation period. The member's Responsibility Unit Manager shall determine the length of the assignment depending on the member's progress.

6.7.3.2.1. If training deficiencies are identified during the reorientation period, the member's Responsibility Unit Manager shall consult with the Training Manager to develop a formal reorientation plan.

6.7.3.3. At the completion of the identified retraining, the Responsibility Unit Manager shall provide written documentation to the Training Manager that the member's training needs were reviewed and satisfied.

6.7.4. Sworn members returning to full duty after an absence of one hundred eighty one (181) days or more shall be assigned to the Training Division for reorientation training.

6.7.4.1. In consultation with the member and their Responsibility Unit Manager the Training Division shall develop a reorientation training plan, as outlined by Training Division SOP 5-2. Once the reorientation plan is established, the Training Division shall coordinate the delivery of initial training needed to prepare the member to return to their primary assignment.

6.7.4.2. While the member is assigned to the Training Division, the member's progress shall be monitored by the Training Division Staff and reported to the Training Manager.

6.7.4.3. Upon successful completion of initial training, the member shall be released to their Responsibility Unit.

6.7.4.4. The Responsibility Unit Manager shall assign the member to work with another non-probationary member for a reorientation period. The length of this assignment will be determined by the Training Manager.

6.7.4.5. While the member is assigned to their Responsibility Unit, the member's progress shall be monitored by the Responsibility Unit and reported to the Responsibility Unit Manager.

6.7.4.6. If training deficiencies are identified during the reorientation period, the member's Responsibility Manager shall consult with the Training Manager to resolve the deficiencies.

6.7.4.7. Upon successful completion of the reorientation training the Responsibility Unit Manager shall provide written documentation to the

Training Manager that the member's training needs have been met.

6.7.4.8. Once verified by the Training Manager, the member will be fully released to their Responsibility Unit.

6.7.5. Non-sworn members returning to full duty after an absence of any length will be assigned to their Responsibility Unit to identify and complete any outstanding training requirements applicable to the member's current assignment, which may include the following:

6.7.5.1. Any training as required by directive, special order, or city policy.

6.7.5.2. Any other training as required by their Responsibility Unit Manager.

7. Scheduling Training:

7.1. The scheduling of training has an impact on the day to day operations of the Police Bureau. In order to balance the need to train against maintaining an effective staffing level the Training Division shall maintain a Bureau wide training calendar.

7.2. The Training Division will consider the impact to the day to day operations when scheduling training initiatives.

7.3. The Training Division shall make the training calendar accessible to all members.

8. Review and Approval of Training Materials:

8.1. All training the Police Bureau provides shall conform to current policies at the time of training.

8.2. In order to ensure consistency with current policy and training doctrine the Training Division will maintain SOP 1-21, outlining the process for reviewing and approving curriculum and other training materials.

9. Delivery of Training:

9.1. The Training Division shall determine the method used to deliver approved training curriculum. Methods of delivery include, but are not limited to:

9.1.1. Classroom Training:

9.1.1.1. Classroom training is used to deliver foundational materials that form the basis for decision making in the field.

9.1.1.2. Classroom Training can include the use of lecture, presentation, assessment, tabletop exercises, and/or group exercises.

9.1.2. Skills Training:

9.1.2.1. Skills Training is used to provide members with the opportunity to practice or demonstrate "hands on" skills, techniques, or tactics.

9.1.2.2. Skills training can include practical demonstrations, physical practice, assessment, and/or simulations.

9.1.3. Scenario Based Training:

9.1.3.1. Scenario based training is used to provide members with the opportunity to demonstrate their knowledge, skills, and abilities to solve problems in a safe environment.

9.1.3.2. Scenario based training shall be delivered in a safe environment using procedures approved by the Training Division.

9.1.4. Roll Call Videos:

9.1.4.1. Roll Call Videos are used to deliver brief and timely video based updates to members as part of their normal work shift or to provide members with

prerequisite information prior to other training.

9.1.4.2. The Training Division will have the lead in the production of all roll call videos, but it may rely on other subject matter experts to develop specific content.

9.1.5. Tips and Techniques:

9.1.5.1. Tips and techniques are used to deliver timely printed updates to members as part of their normal work shift.

9.1.5.2. Tips and techniques may be developed by subject matter experts outside of the Training Division.

9.1.5.3. The Training Division shall review and approve all Tips and Techniques prior to final publication and distribution.

9.1.6. E-Learning:

9.1.6.1. E-Learning is computer based instruction where training occurs via the Intranet.

9.1.6.2. E-Learning may be used to deliver standalone content or to provide members with prerequisite information prior to other training.

9.1.6.3. The Training Division shall have the lead in the production of all E-Learning modules, but it may rely on other subject matter experts to develop specific content.

10. Safety Planning:

10.1. The safety of the training environment is the responsibility of the Training Division. Certain types of training involve the use of simulated equipment and the use of such equipment requires a safety plan to ensure no dangerous or deadly weapons are present in the training environment.

10.1.1. The Training Division shall maintain SOP 1-21 outlining the process for the review and approval of a training safety plan. During instruction the lead instructor or designated safety officer shall be responsible to ensure adherence to the safety plan.

10.1.1.1. Members attending training, regardless of rank or position, shall follow the direction of a safety officer as they would the direction of a supervisor.

10.1.1.2. If circumstances require a change to the approved safety plan, all training will be stopped and a Training Division supervisor will be notified.

10.1.1.3. The training supervisor shall review the exception(s) or deviation(s) and must approve them before training can resume.

10.1.1.4. If the training supervisor does not approve of the exception(s) or deviations(s), the training shall be canceled.

10.1.2. All members attending training shall be briefed on the safety plan and all members shall terminate training immediately should anything unsafe be observed in the training environment.

11. Delivery of Training:

11.1. The Training Division shall regularly review lesson plans and training to ensure that they conform to PPB's policies at the time of training.

11.2. The Training Division shall not deliver or authorize training in conflict with PPB policy.

11.3. The Training Division shall not deliver or authorize training unless there is an approved lesson plan on file.

11.4. In order to ensure consistency, instructors shall not deviate from the approved lesson plan.
  11.4.1. Training Division supervisors shall randomly audit training to ensure adherence to the lesson plan.
11.5. In order to ensure consistency with current policy instructors shall only teach policies that have received final approval from the Chief of Police.

12. Selection of Sworn Trainers:
  12.1. The Training Division shall select officers to serve as trainers consistent with the following:
    12.1.1. No officer with a history of using excessive force shall serve as a trainer. A history of using excessive force shall be determined by the following criteria:
      12.1.1.1. If the officer has been subject to disciplinary action based upon a use of force within the preceding three (3) years, or twice in the preceding five (5) years.
    12.1.2. No officer may serve as a trainer if they are subject to disciplinary action based upon the use of force or mistreatment of people with mental illness within the three (3) preceding years, or twice in the preceding five (5) years.
    12.1.3. The selection of officers to serve as trainers shall, at a minimum, take into account whether a civil judgment has been rendered against the City of Portland in the last five (5) years based on the trainer-candidate's use of force.
    12.1.4. The Training Division shall maintain SOP 1-19 which outlines additional trainer selection guidelines.

13. Precinct/Division Training:
  13.1. Authorization:
    13.1.1. Precincts/divisions may deliver proficiency or tactical training as authorized by the Training Division.
    13.1.2. In order to maintain training consistency throughout the Bureau, the Training Division shall review and preapprove all precinct/division training. Specifically, the Training Division shall be responsible for the review, approval, scheduling, safety planning, recording, and reporting of precinct/division training.
    13.1.3. Precincts/divisions intending to conduct training shall submit a training plan through their Responsibility Unit Manager to the Training Division not less than sixty (60) days prior to the first day of the training.
      13.1.3.1. When exigent circumstances exist, Responsibility Unit Managers may request a waiver of the (60) day requirement in writing to the Training Manager.
      13.1.3.2. The Training Manager or designee shall review the training plan to ensure all training comports with current policies and training doctrine.
    13.1.4. In the event a training plan is denied, reasons for rejecting the training plan shall be provided in writing.
    13.1.5. Responsibility Unit Managers may appeal denied training plans through

channels, to the Chief of Police, in instances in which the Responsibility Unit Manager feels there is a compelling need to present the training.

13.2. Scheduling:

13.2.1. The Training Division may not authorize precinct/division training when it will have an adverse impact on the day to day operations of the Police Bureau.

13.2.2. If a request to train on a specific date(s) is denied reasons for rejecting the date(s) shall be provided in writing to the Responsibility Unit Manager.

13.2.3. Responsibility Unit Managers may appeal the denied date(s) through channels, to the Chief of Police, in instances in which the Responsibility Unit Manager believes there is a compelling need to deliver the training on the specified date(s).

13.3. Safety Planning:

13.3.1. Based on the type(s) of training described in the training plan, the Training Division shall determine if a safety plan is needed before precincts/divisions will be authorized to deliver training.

13.3.2. The Training Division shall maintain a safety plan template and provide it to the requesting precinct/division when required.

13.3.3. The Training Manager or designee shall review the safety plan to ensure it comports with standards established by the Training Division.

13.3.4. When required, precincts/divisions shall not deliver training unless there is an approved safety plan on file with the Training Division.

13.3.5. The Training Division shall randomly observe and audit safety screening and delivery of training to ensure adherence to the approved safety plan.

13.3.6. In the event a safety plan is denied reasons for rejecting the safety plan shall be provided in writing.

13.3.7. Responsibility Unit Managers may appeal the denied safety plan through channels, to the Chief of Police, in instances in which the Responsibility Unit Manager believes there is a compelling need to deviate from safety standards established by the Training Division.

13.4. Delivery:

13.4.1. Precincts/divisions shall not deliver training unless there is an approved lesson plan on file with the Training Division.

13.4.2. In order to ensure consistency instructors shall not deviate from the approved lesson plan.

13.4.2.1. The Training Division shall randomly observe and audit precinct/division training to ensure adherence to the approved lesson plan.

13.5. Reporting:

13.5.1. All precinct/division training shall be reported to the Training Division within thirty (30) days of delivery.

13.5.2. Responsibility Unit Managers shall be responsible for reporting the names of instructors and attendees in its training programs to the Training Division.

13.5.3. If training is reported more than thirty (30) days after delivery the reporting Responsibility Unit shall include a memorandum to the Training Division

Manager explaining the reason for the delay.

13.5.4. Once all documentation has been received the Training Division shall record and report the training.

History:

- Originating Directive: 2/6/15 *(See rescinded-directive histories)*
- First Revision Date: 11/28/16
- Next Review Date: 11/28/16
- Review By: Training Division

Chief's Signature: Michael Marshman Digitally signed by Michael Marshman Date: 2016.11.23 08:33:05 -08'00' Date: 11/23/16