



# CRYSTAL POLICE DEPARTMENT

## Department Policy Manual

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### PURPOSE

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

### 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 Minnesota Board of Peace Officer Standards & Training (POST) or other regulatory or nationally recognized entities.

### POLICY

OBJECTIVES – The objectives of the training program are to:

- Enhance the level of law enforcement services to the public;
- Increase the technical expertise and overall effectiveness of department personnel.
- Provide for continued professional development of department personnel
- Assist in compliance with POST rules and regulations concerning law enforcement training

### TRAINING GUIDELINE

It is the responsibility of the training coordinator 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 Chief 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 plan will address state required minimum mandated training for licensing of peace officers or hiring of non-licensed employees. The plan will also include training for volunteers that is determined to be relevant and helpful to their actions as volunteers for the department.

Training listed may be provided in basic training programs. The training coordinator is responsible for ensuring members of the department have been trained as required.

### REQUEST FOR TRAINING PROCEDURES

1. Submit training request to your immediate supervisor
2. Attach documents related to the training (what, where, when)

#### TRAINING APPROVAL

1. Training will be approved based on needs of the department
2. Training will be distributed as equally as possible with consideration given to an officer's assignment, shift, and rank
3. Each training request will be reviewed on a case by case basis with consideration given to:
  - a. Staffing levels
  - b. Cost of training
  - c. Department budget
  - d. Employee productivity
  - e. Other available training options

#### STATE MANDATED TRAINING

State training requirements include, but are not limited to, 48 hours of POST approved law enforcement related courses every three years.

This training must include completion or use of force training every year based on the department's Use of Force Policy and the learning objectives provided by POST.

In addition, all officers must complete an eight-hour course in emergency vehicle operations and vehicle pursuits as set forth in POST Board standards.

#### TRAINING PROCEDURES

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:

- Court appearances
- First choice vacation
- Sick leave
- Physical limitations preventing the employee's participation
- Emergency situations

When an employee is unable to attend mandatory training, that employee shall:

- Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training
- Make arrangements through his/her supervisor and the training coordinator to attend the required training on an alternate date.

The Deputy Chief shall be notified of an unexcused absence.