

## **GENERAL ORDER 33.1.1**

### **Training Unit**

**GENERAL ORDER CROSS-REFERENCE: 54.4.1**

### **SUMMARY**

Describes the Department's training unit and training goals.

### **DISCUSSION**

Training is an important function of the Springfield Police Department. In order to provide the citizens of Springfield with the best possible police, it is important that each member of the Department be well trained.

In addition to initial training, the Department provides each member with on-going in-service training.

### **POLICY**

#### **I**

Training is the responsibility of the Professional Standards & Training Sergeant. All Department provided training shall be coordinated by the Professional Standards & Training Sergeant or designee.

#### **II**

The Professional Standards & Training Sergeant shall: plan and develop training programs; coordinate training of Department members at the Oregon Police Academy; notify Department personnel of required training, and training available to Department personnel; maintain training records on each employee, as well as on training provided; ensure that required training programs are attended; implement training programs; select instructors; evaluate training programs; and coordinate training programs.

#### **III**

The Professional Standards & Training Sergeant shall conduct an annual review of the Department's training activities.

This review shall ensure that Department training activities complement personnel and operational needs, legal requirements, and agency policies. The evaluation and updating process should include a review of new laws, court decisions, and general orders; an evaluation of the training programs; the identification of problems associated with physical facilities, materials, or scheduling; consultation with heads of Department components, the Professional Standards & Training Sergeant, and the Chief of Police; and a review of the number of persons trained and the extent of training provided.

A report shall be forwarded to the Chief of Police recommending any changes required.

#### IV

The Professional Standards & Training Sergeant shall develop annual training goals for the Department. Such goals shall be developed with consideration to the training budget, mandatory training requirements, essential training shown to be needed by specific members from supervisor recommendation, performance evaluations, the Safety Committee or disciplinary actions. These goals shall be presented to the Command Staff by the Professional Standards & Training Sergeant each year at the beginning of the City budget process. The Command Staff may expand and/or amend the goals.

#### V

Resources used in training program development shall include: inspection reports; staff reports and/or meetings; consultation with field personnel and field observations; training evaluations; participation and approval by the Chief of Police; and internal affairs investigative reports.

---

Richard L. Lewis  
Chief of Police