
	SPRINGFIELD POLICE DEPARTMENT POLICY MANUAL	POLICY #33.1.1
EFFECTIVE DATE 8/22/23	 Andrew Shearer, Chief of Police	ACCREDITATION REFERENCE 1.8.1

Training

33.1.1.1 PURPOSE AND SCOPE

This policy describes the Department's training plan and training goals. It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel.

33.1.1.2 POLICY

- (a) 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.
- (b) Training is the responsibility of the Training Supervisor. All department provided training shall be coordinated by the Training Supervisor or designee.
- (c) The Training Supervisor shall:
 - 1. Plan and develop training programs;
 - 2. Coordinate training of department members at the Oregon Police Academy;
 - 3. Notify department personnel of required training, and training available to department personnel;
 - 4. Maintain training records on each employee, as well as on training provided;
 - 5. Ensure that required training programs are attended;
 - 6. Implement training programs; select instructors; evaluate training programs;
 - 7. Coordinate training programs.

33.1.1.3 TRAINING NEEDS ASSESSMENT

- (a) The Training Supervisor shall conduct an annual training-needs assessment of the department. The needs assessment will be reviewed by Command Staff. Upon approval by Command Staff,

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the needs assessment will form the basis for the training plan for the year. At a minimum, the needs assessment shall consider the following:

1. Trends in hazards officers are encountering in performing their duties
 2. Analysis of officer safety issues
 3. Misconduct complaints
 4. Use of force trends
 5. Recent Court decisions
 6. Changes to Oregon or Federal law or SPD policy.
- (b) The Training Supervisor should review certain incidents to determine whether training could improve future outcomes or reduce and prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Supervisor should review include but are not limited to:
1. Any incident involving the death or serious injury of an employee.
 2. Incidents involving a high risk of death, serious injury or civil liability.
 3. Incidents identified by a supervisor to review to identify possible training needs.
- (c) The Training Supervisor shall seek to identify and develop roll-call training sessions that includes information from the Department of Public Safety Standards and Training, District Attorney, and contemporary law-enforcement publications; instructional methods; and instructional personnel.
- (d) Review and Approval of Training Materials:
1. No training shall be delivered without an approved lesson plan on file.
 2. All training lessons plans shall refer to current applicable policies at the time of training.
 3. All training lesson plans shall be reviewed by the Training Supervisor
 4. All lesson plans related to use of force and de-escalation shall be reviewed by the Chief's office.

33.1.1.4 TRAINING PLAN

A training plan will be developed and maintained by the Training Supervisor. It is the responsibility of the Training Supervisor to maintain, review and update the training plan on an annual basis. The plan will address the following areas:

1. Legislative changes and changes in case law

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2. State-mandated training
3. Prison Rape Elimination Act (PREA)
4. High-liability issues training
5. Training on department policies and procedures
6. De-escalation tactics (force avoidance)
7. Ethics Training;
8. Anti-Bias Training;
9. Use of Force training- to include firearms, less lethal and control devices;
10. Disaster plan
11. LEADS – Initial certification upon hiring and recertification. All personnel accessing LEADS and/or NCIC must successfully participate in the recertification process every two years for their LEADS certification to remain valid. The Training Supervisor will coordinate with the department LEADS Representative (Records Supervisor), who is responsible for tracking the agency's users' LEADS recertification needs.

Other training may be offered, as appropriate.

33.1.1.5 TRAINING PROCEDURES

- (a) Unless excused by a Division commander, all employees shall attend mandatory training sessions. The Training Supervisor shall see that a roster of all attendees is maintained, and proper credit recorded for attending training.
- (b) The Training Supervisor shall assist absent employees to determine an acceptable make-up session.
- (c) The department shall reimburse employees for expenses incurred at department authorized training in accordance with the Association Agreement (for Association members) and City Policy (for other employees.)

33.1.1.6 TRAINING RECORDS AND DOCUMENTATION

- (a) Detailed records shall be kept of all in-service training presented by the Springfield Police Department. Records should minimally include an overview of the course content and/or an instructor lesson plan.

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- (b) The Training Supervisor shall ensure that training is reported to the Department of Public Safety Standards and Training in a timely, accurate manner.
- (c) The Training Unit shall update records of employees following their participation in training programs. This record shall include the date of the training, the type of training, sponsoring agency, training hours received, any certificates received, and any test score. Training records shall be maintained in accordance with Policy 82.2.4 Records Retention.
- (d) Training Records will be released in accordance with applicable law, in consultation with the City Attorney's office.

33.1.1.7 REMEDIAL TRAINING

When remedial training is required, the instructor(s) and the Training Supervisor shall document:

1. The circumstances and criteria used to determine the need for remedial instruction;
2. The timetables under which the remedial training shall be provided; and
3. The consequences of participation or nonparticipation by the affected personnel

33.1.1.8 INSTRUCTORS

- (a) Selected instructors shall:
 1. Have a demonstrable record of professional conduct and suitable work performance and work history.
 2. No history of using excessive force. A history of using excessive force shall be determined by the following criteria: 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.
- (a) The Training Supervisor should ensure that instructors from outside the department meet department standards for instructor skills and be familiar with the content of their presentations. Instructors should be selected for their thorough knowledge and/or upon recommendation from other agencies. Any compensation for outside instructors shall be arranged prior to their presentations.

33.1.1.9 SPECIALIZED TRAINING

- (a) Certain assignments within the department require specialized skills, knowledge and abilities to perform their functions. It is the intent of the department to provide employees with those specialized skills either prior to assignment or as soon as possible after such assignment.

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- (b) The supervisor or trainer for specialized assignments within the department shall coordinate with the Training Supervisor to ensure that specialized training is provided to each employee either prior to or soon after appointment to a new assignment. The training should include development and/or enhancement of the skills, knowledge, and abilities particular to the specialization; supervised on-the-job training; and department policies, procedures, rules and regulations specifically related to the assignment.

33.1.1.10 SAFETY

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

The Training Unit shall maintain an SOP 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.

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

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

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.