Policy

Montebello Police Department
Montebello PD Policy Manual

Training Policy

208.1 PURPOSE AND SCOPE
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. 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 community.

208.2 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 possible, the Department will use courses certified by the California Commission on Peace Officer Standards and Training (POST).

208.3 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 our personnel
(c) Provide for continued professional development of department personnel

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

(Agency-specific training areas)

208.5 TRAINING NEEDS ASSESSMENT
The Training Unit will conduct an annual training-needs assessment of the Department. The needs assessment will be reviewed by staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

208.5.1 REQUESTING TRAINING

(a) Employees may request or be chosen to attend a course in the "Desirable" category, subject to available training resources.

(b) Employees may request to attend a course which is not on the training plan if the training would be beneficial to the Department and the employee. Approval of such courses will be on a case by case basis, and is subject to available training resources.
(c) Employees requesting training must follow the following procedure:

1. Complete the approved Training Request Form and submit this to their supervisor for approval.

2. The supervisor may approve or disapprove the training request based on many factors including:
   (a) Employee and Department needs
   (b) Prior similar training
   (c) Shift commitments and beat minimums.

3. Upon receiving supervisory approval, the request form shall be forwarded to the appropriate Division Commander for final approval.

208.5.2 SCHEDULING TRAINING

(a) Scheduling of all training should be coordinated by the Training Unit. Scheduling includes the following as applicable:

1. Reserve space in the course.

2. Make notification to employee and employee’s supervisor.

3. Update training records.

4. Arrange payment of tuition and other course fees.

5. Prepare necessary forms.

6. Arrange for lodging.

7. Arrange advance payment for employee expenses.

8. Reimburse employee for authorized training expenses.

(b) Any training scheduled by other than the Training Unit shall be reported to the Training Unit as soon as possible, and in no event later than the starting date of the course. The notice to the Training Unit shall be in writing and shall include the following information as applicable:

1. Confirmation that all scheduling requirements listed above have been completed.

2. Course Title.

3. Course Presenter including address and telephone number.

4. Training location.

5. Dates and times for training.
6. Costs associated with the training, including account numbers to which expenses will be charged.

(c) The Training Unit shall notify the employee's immediate supervisor of the scheduled training.

(d) The employee's immediate supervisor shall confirm the employee's availability to attend training.

(e) This order shall not be construed to restrict anyone from attending schools or other educational functions of their choosing at their expense, nor impose any conditions on such attendance when it is other than regular college courses subject to reimbursement under City Administrative Policy II-B-3.

208.6 EMPLOYEE'S RESPONSIBILITY
Attendance at training shall be considered duty time. If the time of the school is on the employee's normal off duty time or day off, the days off will be either rescheduled or the employee will receive paid or compensatory time. Employees shall also be compensated applicable travel time.

(a) Employees shall participate fully in training activities and complete all assignments. They shall obey all regulations of the training facility and directions from instructors.

(b) Employees shall arrive at the training location in time for class and shall remain until excused by the instructor.

(c) The employee shall, upon receiving a court subpoena for the same date as scheduled training, immediately notify the training unit in writing. In cases of illness, emergency time off or other unforeseen circumstances where the employee will not be able to attend a scheduled training class(es), the training unit shall be notified as soon as possible. Failure to attend scheduled training will be considered Unauthorized Absence (AWOL) and will be subject to disciplinary action.

(d) Reimbursement will be made for expenses, such as meals, mileage, parking fees, etc., as authorized by City Administrative Policy and POST Regulations when applicable. Mileage will be reimbursed under the Internal Revenue Service (IRS) rules. Transportation expenses between your home and your main or regular place of work are personal commuting expenses and not reimbursable. Your home is defined by the IRS as "where" you reside. However, mileage can be reimbursed from an employee's home to a temporary work location.

(e) A training day shall be considered the employees work day.
208.7 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. First choice vacation
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 but no later than one hour prior to the start of training.
2. Document his/her absence in a memorandum to his/her supervisor.
3. Make arrangements through his/her supervisor and the Training Sergeant to attend the required training on an alternate date.