



DEPARTMENT TRAINING



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I. PURPOSE

This directive:

A. continues:

1. the Department Training Records Maintenance Program.
2. requirements for Department members engaged in an official training function on a regular basis for their unit of assignment.
3. responsibilities for members attending Department-funded training.
4. procedures for developing new and revised Department training.
5. the Learning Management System (LMS) and the training notification process.
6. "Daily Training Notification Report" accessible through the Jaspersoft Reporting Application.
7. the electronic training deviation process via the CLEAR Application.
8. training notification, attendance, and appearance responsibilities of Department members including, but not limited to, training on and compliance with Department directives.

B. continues the use of the:

1. Standardized Attendance Sheet ([CPD-63.203](#)).
2. Standardized Lesson Plan ([CPD-63.120](#)).
3. Course Summary Sheet—eLearning Modules-Streaming Videos ([CPD-63.121](#)).
4. Course Summary Sheet—Guest Presenters ([CPD-63.122](#)).
5. New Course Approval Request ([CPD-63.123](#)).
6. Instructor Development Report ([CPD-63.124](#)).

II. DEFINITIONS

- A. **Community Policing.** A philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.
- B. **De-Escalation.** Department members are required to use de-escalation techniques to prevent or reduce the need for force, unless doing so would place a person or a Department member in immediate risk of harm, or de-escalation techniques would be clearly ineffective under the circumstances at the time, in accordance with G03-02, "[De-escalation, Response to Resistance, and Use of Force](#)."

- C. **Impartial Policing.** The practice policing fairly, with courtesy and dignity, and without bias to promote broad community engagement, foster public confidence in the Department, and build partnerships between law enforcement and members of the community that support the effective delivery of police services.
- D. **Procedural Justice.** The practice of employing and focusing on the concepts of giving others a voice (listening), neutrality in decision making, respectful treatment, and trustworthiness.
- E. **Subject Matter Expert (SME).** An individual who is knowledgeable about the professional standards, requirements, and practices for a particular field, topic, system, or work process or by education, training, experience, or other qualifications is a recognized expert on a particular subject. The Deputy Chief, Training and Support Group, or authorized designee, has the authority to identify preferred SMEs for Department training development and delivery provided that the selection is consistent with the mission of the Department and the requirements and goals of this directive.

III. GENERAL INFORMATION

A. Department Training Maintenance Program

The Training Division will function as a clearinghouse for all training, materials, and training records of the Chicago Police Department. For identification purposes, training classes are given class names and class record numbers by the Instructional Design and Quality Control Section, Training Division. Completed training classes, including authorized training provided by outside instructors or non-Department entities, are entered into members' training records. The Training Division is responsible for recording and maintaining training completion records of Department members. The Deputy Chief, Training and Support Group, has complete authority over all Department training.

B. Training and Support Group

The Deputy Chief, Training and Support Group, or designee directs the resources of the Training Division, identifies the training needs of the Department, and ensures that the education and training of recruit and incumbent personnel adhere to Department policy, the guidelines established by the Illinois Law Enforcement Training and Standards Board, and all directives from the Deputy Chief, Training and Support Group. The Deputy Chief, Training and Support Group reports directly to the Executive Director, Office of Constitutional Policing and Reform.

C. The Training and Support Group's administration includes the Administrative Office, Procurement and Facilities Management, Community Engagement Section, and Awards Section, consistent with the organizational structure and descriptions outlined in Department directive titled "[Organization and Functions of the Office of Constitutional Policing and Reform.](#)"

D. Training Division

The Training Division Commander is the executive officer to the Deputy Chief, Training and Support Group. The Commander is responsible for the operations of the Training Division. The division consists of the following sections:

1. Operations Training Section

The Operations Training Section consists of the following units: Recruit Operations, Law, Physical Skills, Technology, Returning Service Officer/Metropolitan Officer Training Program, and Field Training. The Operations Training Section also includes the Academy Standards, Safety, and Security Unit and the Integrated Scenarios/Reality Based Training Unit. The section manages and conducts the basic recruit training for the Department's probationary police officers and for other metropolitan jurisdictions. The Law Unit provides training related to legal issues; the Physical Skills Unit conducts all control-tactics training and administers the annual physical fitness exam; the Technology Unit is responsible for training in the use of mobile technology and Department applications; the Returning Service Officer Unit coordinates initial and refresher training, provides legal and policy updates, weapons requalification, and steps for reintegration, mental wellness, and tactical safety, as appropriate to returning service officers; the Field Training Unit is responsible for pre-service and in-service training for field training officers consistent with the Department directive titled "[Field Training and Evaluation Program](#)." The Academy Standards, Safety, and Security Unit is responsible for conducting routine standard inspections of recruits, an annual risk assessment review to identify issues or conditions that could affect the safety of recruit and training division members, as well as ensuring all safety procedures are being followed. The Integrated Scenarios/Reality Based Training Unit conducts adult learning training such as scenario-based practical exercises, virtual training, and problem solving activities.

2. Firearms Training Section

The Firearms Training Section consists of the Academy Range, Outlying Ranges, Armory, Taser Repair Center, and Carbine Program. The Academy Range Recruit Training Program provides training in firearm safety, basic marksmanship, and proficiency. The outlying range conducts ongoing firearms safety training and annual qualifications. The Armory Unit is responsible for all Department ammunition, procurement, maintenance, and issuance of Department weapons. The Taser Repair Center Program is responsible for issuance, repairs, and maintenance of Department Tasers. The Patrol Carbine Program is responsible for the certification, qualification, and zeroing of Department members on the patrol carbine.

3. In-Service Training Section

The In-Service Training Section develops and presents in-service training programs for incumbent Department members. Training includes specialized instruction for both sworn and civilian members using internal and external instructors and the development and delivery of community education programs for members of the public. The In-Service Training Section is tasked with delivering the 40-hour In-Service Training Program which includes an annual course on deescalation, response to resistance, and use of force that trains Department members on the Department's use of force policy, force mitigation techniques, mental health, and other topics. The In-service Training Program provides additional training with an emphasis on the following topics: constitutional policing; procedural justice; impartial policing; community policing; and officer wellness.

4. Emergency Preparedness Section

The Emergency Preparedness Section consists of the following units: Tactical Training Unit (TTU), Domestic Preparedness Unit, Law Enforcement Medical and Rescue Training (LEMART) Unit, and the Peak Performance Driving Unit (PPDU). The Tactical Training Unit provides basic instruction to safely and effectively enter and clear rooms using tactical techniques to search, identify, and control persons in reality-based scenarios. The Domestic Preparedness Unit is responsible for training first responder awareness, response, and actions when encountering suspected terrorists, organizations, and individuals. The unit also instructs hazardous materials refresher courses, Field Force Operations (crowd control), Incident Command System (ICS), and other related topics. The Unit is responsible for the procurement, training, fit testing, and issuance of Department-issued respirators. The LEMART Unit provides tactical medical training that is an investment in police officers to empower and build the necessary confidence to take lifesaving action to both self and others while embodying the core principles of procedural justice, the sanctity of life, and positive community engagement. The unit also facilitates the training for the Individualized Critical Incident Overview Training (ICIOT) program. The Peak Performance Driving Unit provides training classes to introduce recruits to safe operating procedures while driving Department vehicles, review the dynamics of safe driving strategies, and develop driving skills and accident avoidance techniques; to reinforce to in-service members safe driving strategies, skills, and accident avoidance techniques and emphasize the goal of reducing Department crashes and minimizing injuries to Department members; and introduce participants to the proper driving methods, maintenance, and limitations of the Police All Purpose Vehicle (PAPV).

5. Career Development Section

The Career Development Section develops and presents continuing education training focusing on career development and officer wellness. The section consists of the following units: Pre-Service Training, Instructor Academy, Executive Development, Officer Wellness and Resiliency, and Decentralized Training. The Pre-Service Training Unit is responsible for the planning, execution, and delivery of pre-service training for sergeants, lieutenants, captains, and exempt members. The Instructor Development Unit conducts initial and refresher training on effective teaching methods, adult-learning techniques, curriculum development, and other tools and skills to enhance instructor training knowledge and delivery. The Executive Development Program provides training for future leadership of the Chicago Police Department. The Officer Wellness and Resiliency Unit provides training on stress management, alcohol and substance use disorders, mental wellness, Department support services, and other methods to promote well-being. The Decentralized Training Section disseminates critical material to officers in their assigned districts or units of assignment on a regular basis with minimal impact on district or unit staffing levels. Training topics are refreshed each period, with the goal of presenting up-to-date and relevant material. The section supports hands-on training in small groups on all watches in each district and identified units. The training consists of roll call training and tour of duty training. Roll call training reviews pertinent updates of policies, law, and law enforcement trends at daily roll calls with classroom instruction. Tour of duty training is more robust, is conducted after roll call, and often includes hands-on and scenario-based training

6. Instructional Design Section

The Instructional Design Section consists of the following units: Curriculum Development for Recruit Training; In-Service Training; Pre-Service Training; the eLearning Unit, Video Services, Training Records Maintenance, and the Freedom of Information Act (FOIA) and Subpoena Unit. Any new training established by the Training Division as well as the recruit curriculum is developed, designed, and modified by the Instructional Design Section units. The Instructional Design Section units monitor, evaluate, and recommend updates to the curriculum and lesson plans. The Instructional Design Section routinely reviews lesson plans to ensure the lesson plan and related instructional material adheres to current research, policy, and law, including but not limited to the requirements of the the consent decree (pursuant to State of Illinois v. City of Chicago, Case No. 17-cv-6260). The eLearning and Training Records Maintenance Unit develops online learning modules and is responsible for the maintenance of Department training records and materials. The FOIA and Subpoena Unit fulfills all legally mandated requests regarding training materials and records.

7. Quality Control Section

The Quality Control Section consists of the following units: Consent Decree Compliance, Accreditation, Examinations, Evaluations, and Instructor Development Unit. The Quality Control Section identifies training and performance needs based on the analysis in the Department's annual Training Needs Assessment, evaluations and surveys, as well as the annual Training Plan. The Examinations, Evaluations, and Instructor Development Unit develops, maintains, and administers examinations to validate recruit, pre-service, and in-service training programs and ensures that testing is administered in a reliable and fair manner. The Examinations, Evaluations, and Instructor Development Unit, in conjunction with the training sections, designs and develops both knowledge-based and performance-based tests according to best practices that assess the knowledge and skills required for successful job performance that align with the materials delivered in training. The Examinations, Evaluations, and Instructor Development Unit coordinates the evaluation of instructor performance and curriculum development for the Instructor Development Program. In addition, the Examinations, Evaluations, and Instructor Development Unit monitors, evaluates, and makes recommendations in regard to the delivery of training, course content, and course needs for overall effectiveness and relevance. The unit is responsible for reporting findings to the Training Oversight Committee on a monthly basis. The Consent Decree Compliance and Accreditation Unit acts as the liaison with the Reform Management Group as well as the Professional Standards and Compliance Division to facilitate consent decree-related changes and document productions. This unit also works in conjunction with the Research and Development Division on accreditation and policy-related tasks.

IV. DEVELOPMENT OF DEPARTMENT TRAINING

- A. Department training must be reviewed and approved by the commanding officer of Instructional Design Section, Training Division, prior to implementation. The New Course Approval Form ([CPD-63.123](#)) will be submitted with the corresponding Standardized Lesson Plan ([CPD-63.120](#)) or Course Summary Sheet—Guest Presenters ([CPD-63.122](#)) form. Training that is deemed confidential or classified by the appropriate bureau chief is excluded from this requirement. Records for confidential or classified training will be maintained at the Bureau level.

NOTE: The Deputy Chief, Training and Support Group, will be notified of training that is conducted on an emergency basis, where time does not permit the training to be approved. The training will be submitted within two weeks of the training completion.

- B. All training lesson plans for the Department will use the Standardized Lesson Plan ([CPD-63.120](#)). New Lesson Plans will be created using the Standardized Lesson Plan and existing lesson plans will transition to the new format when they are revised or updated. The Instructional Design Section will only approve lesson plans submitted using the standardized format. All training courses conducted by the Department will include, at a minimum:

1. guiding principles of procedural justice, de-escalation, impartial policing, and community policing;
 2. the instructional goal of the lesson plan;
 3. learning objectives;
 4. methodology;
 5. performance measurements;
 6. grading guidelines (for practical exercises/scenario-based training);
 7. risk assessment of safety issues (for practical exercise/scenario-based training);
 8. use of outside personnel (non-CPD) as actors (if applicable); and
 9. a process for approval, review, and revision of lesson plans.
- C. The Course Summary Sheet—eLearning Modules—Streaming Videos ([CPD-63.121](#)) will be used as a lesson planning strategy for all eLearning and streaming videos. The Course Summary Sheet for eLearning Modules and Streaming Videos will be completed by Department personnel who develop eLearning or streaming video-based curriculum. Upon completion, the Course Summary sheet will be returned to the commanding officer of the Instructional Design Section section for approval, signature, and record retention.
- D. The Course Summary Sheet—Guest Presenters ([CPD-63.122](#)) will be completed by guest presenters or instructors from outside agencies **before** conducting training for the Department. The unit providing the training course will:
1. provide the preface of the Training Division staffing manual;
 2. direct the guest presenter to complete the Course Summary Sheet—Guest Presenters; and
 3. obtain copies of the training course materials.
- E. The unit will submit the completed Course Summary Sheet—Guest Presenters and the copies of the training course materials to the commanding officer of the Instructional Design Section for approval, signature, and record retention. When training materials used by a guest presenter or instructor are revised or updated, a new Course Summary Sheet-Guest Presenters form along with associated training materials must be resubmitted to the Instructional Design Section for approval, signature, and record retention.

NOTE: Any new training that was submitted and approved, but was not part of the Training Plan, must be presented to and approved by the Training Oversight Committee prior to implementation.

V. DEPARTMENT TRAINING INSTRUCTORS

- A. Department members whose duties include teaching or developing Department-approved training and curriculum, regardless of unit of assignment, will attend the Department's instructor academy course. The training will include, at a minimum:
1. curriculum and lesson plan development;
 2. performance objective development;
 3. effective teaching and adult learning techniques;
 4. testing and evaluation techniques;
 5. peer review; and
 6. resource availability and use.

NOTE: Department members who guest lecture for Department-approved training will attend the Department's instructor academy at the direction of the Deputy Chief, Training and Support Group.

B. The Department's instructor academy course will be certified by the Illinois Law Enforcement Training and Standards Board (ILETSB).

C. All Department training instructors must be appropriately qualified and trained for their instructional roles and use only approved curricula and lesson plans. Instructors will meet the required qualifications listed in the applicable Notice of Job Opportunity.

D. All Department training instructors will have the following minimum qualifications:

1. five years in grade;

NOTE: Special consideration may be given to applicants with three years in grade that possess special skills, experience, or education with approval from the Deputy Chief, Training and Support Group.

2. an acceptable disciplinary record. The applicant's disciplinary record cannot reflect any sustained Complaint Register (CR) investigations for misconduct resulting in suspensions of more than three days during the preceding twelve-month period or a record of three or more sustained CR investigations resulting in suspensions of any length of time within the past five years;

3. no outstanding debt to the City of Chicago;

4. acceptable guidelines for medical roll usage. The applicant will be disqualified if the applicant's medical-roll usage reflects nine or more medical incidents or forty-five days or more on the medical roll within the preceding three-year period, absent exceptional circumstances (e.g., the use that is sudden, cannot be prevented, and is unforeseen that temporarily and significantly impacts a sworn member's medical roll use), or demonstrates a pattern of medical-roll abuse or misuse;

NOTE: Medical time used in relation to approved FMLA leaves, ADA accommodations, or IOD injuries cannot be the basis for disqualification.

5. acceptable attendance guidelines. The applicant's attendance record cannot reflect any unauthorized absences within the preceding twelve-month period; and

6. evaluation ratings categorized as "Exceeds Expectations" or "Meets Expectations," as defined in the Department directive titled "[Performance Evaluations of All Sworn Department Members below the Rank of Superintendent](#)" for each of the two last evaluations.

E. The Training Division will place emphasis on and give special consideration to instructor applicants that possess other desired qualifications, including, but not limited to:

1. excellent oral communication skills with emphasis on the ability to provide accurate instruction to recruits and in-service officers in groups and teams;

2. the ability to work in a team setting and solve problems;

3. the ability to independently identify and solve problems based upon Department directives, policies, and procedures;

4. prior teaching experience or lesson plan development experience;

5. specific training certifications from, or courses completed through, accredited organizations, governmental agencies, or other training programs that may be applied to existing Training Division course curriculum;

6. attainment of, or current enrollment in, a bachelor's degree from an accredited university or college;

7. applicable work, military, or educational experience; and
 8. other qualifications necessary to specific instructor notice of job opportunity (e.g., firearms or gym instruction).
- F. The Training Division will actively recruit and retain instructors to ensure sufficient qualified instructors to meet the needs of the Department and requirements of the Training Plan.
 - G. Instructors will be trained in the specific subject matter they are assigned to teach and will also be cross-trained in other related subjects so that instructors are equipped to deliver effective interdisciplinary instruction.
 - H. Documentation of instructor development will be recorded on the Instructor Development Report ([CPD-63.124](#)). The form and instructional materials will be forwarded to trainingrecords@chicagopolice.org.
 - I. Instructors must receive approval from the Illinois Law Enforcement Training and Standards Board (ILETSB) in order to teach certified ILETSS courses.
 - J. The Training Division will conduct annual instructor performance reviews. Performance reviews will include classroom observations, Department member feedback, and in-person meetings with instructors to discuss performance and areas of improvement, and these performance reviews will be considered in assessing whether instructors may continue to serve in that role.
 - K. As operational needs dictate, the Training and Support Group may request Department members be detailed to the Training Division for a regular tour of duty or as an overtime initiative on their regular day off (RDO) to act as support personnel or training instructors, consistent with Department directive titled "[Automated Daily Attendance and Assignment Record](#)."

NOTE: Only Department members who have a current Illinois Law Enforcement Training and Standards Board (ILETSB) approval letter can volunteer to work on their regular day off (RDO) or approved furlough day (V-day) as an instructor at the Training and Support Group (TSG). To be current as an instructor a member must have completed the Chicago Police Department's Instructors Academy and either have an approved application completed after 01 July 2022 or have completed and submitted a new Instructor Approval application (Form C2).

VI. ADMINISTERING DEPARTMENT TRAINING

- A. The schedules for all Department-approved training must be submitted to the Deputy Chief, Training and Support Group, before the training is scheduled to begin.
- B. The Standardized Attendance Sheet Form ([CPD-63.203](#)) will be the only form used to record the attendance of Department members participating in any in-person in-service or Department-conducted training. Department members:
 1. attending the training will complete the information required on the Standardized Attendance Sheet.
 2. conducting or supervising the training will complete the "Course Information" and "Session Information" sections of the form and email the Standardized Attendance Sheet within three business days upon the completion of the training to the Training and Support Group using the email trainingrecords@chicagopolice.org.
- C. Department-Funded Training
Department members will refer to the Department directive titled "[Travel, Department-Funded Training, and Reimbursement Guidelines](#)," which establishes travel, Department-funded training, and reimbursement guidelines for Department members who will be traveling at the expense of the Department and/or participating in Department-funded training.
- D. Evaluations and Examinations During Department Training

1. The Training Division will implement testing policies and procedures to ensure that any Department-member testing that is administered is reliable and fair.
 2. To achieve this purpose, both knowledge-based and performance-based tests will be designed, developed, administered, and scored according to best practices.
 3. All tests will assess the knowledge and skills required for successful job performance and will align with the materials delivered in the specific Department training.
 4. Training conducted via the eLearning system will include end of course evaluations as appropriate.
- E. The Training Division will review test scores and course evaluations to identify any issues, take corrective action, and recommend additional training as needed.

VII. RESPONSIBILITIES

- A. Training and Support Group
1. The Deputy Chief, Training and Support Group, will review submitted training requests for development by the Training Division.
 2. Upon approval by the Deputy Chief, Training and Support Group, or designee, the Instructional Design Section or In-Service sections will receive and review submitted requests and develop training through the input of subject-matter experts.
 3. To add quality and effectiveness to the development of training, the Training Division will seek the assistance of outside expertise, when feasible, practical, and appropriate, either in developing curricula and lesson plans or reviewing pilot versions of Department training. These experts include, but are not limited to:
 - a. Department members of all ranks;
 - b. members of the community;
 - c. legal and law enforcement professionals;
 - d. crime victims;
 - e. subject matter experts; and
 - f. mental health professionals.
 4. The Instructional Design Section supervisor or their designee will conduct a review of the newly developed training and ensure that it is forwarded to the Legal Affairs Division for review.
 5. Upon approval by the Deputy Chief, Training and Support Group, a class code number or eLearning module will be created.
 6. The Deputy Chief, Training and Support Group, or designee will:
 - a. inform Department members, of recruit, in-service, field, pre-service, and professional development training opportunities by publishing the annual Training Plan.
 - b. advise all Department members on the role of the Office of the Inspector General in overseeing the hiring and promotions process.
 - c. conduct annual instructor performance evaluations.
 - d. ensure that community engagement is conducted in the development of Department-approved training and curriculum where it would add to the quality and effectiveness of Department training or curriculum.

7. The Deputy Chief, Training and Support Group, or designee, will prepare and submit annually a Needs Assessment Report, a Training Plan, and an Annual Training Summary Report.
 - a. The Needs Assessment Report is an annual, written report that identifies data collection and analysis pertaining to use of force reviews, discipline and civilian complaints, officer safety issues, input from Department members, collective bargaining units, and members of the community; recommendations from Department oversight entities; research of law enforcement best practices and changes in law, Department policy, Illinois Law Enforcement Training and Standards Board requirements; and evaluations of training courses, instructors, and field training officers.
 - b. The Training Plan is an annual, written report for the Department's recruit, field, in-service, and pre-service promotional training to ensure that Department members are training to safely, effectively, and lawfully carry out their duties in accordance with the law, Department policy, and best practices. The Training Plan identifies activities and outcomes to be measured by developing a process that provides for the collection, analysis, and review of course and instructor evaluations. This process measures the effectiveness of existing training and improves the quality of future instruction and curriculum.
 - c. The Annual Training Summary Report is an annual report submitted to the Training Oversight Committee and the Superintendent of Police. At minimum, this report will:
 - (1) contain a description of each course, including a summary of the subject matter;
 - (2) state the duration, date, location, and number of members by rank who completed the training;
 - (3) identify whether the training was part of the recruit, in-service, or pre-service promotional training program;
 - (4) state whether the training was centralized or decentralized, and delivered in-person or through eLearning;
 - (5) list whether the training was mandatory, elective, or remedial; and
 - (6) document the members who did not complete required training and any remedial training actions taken.
8. The Deputy Chief, Training and Support Group, or designee, will review and oversee the Department's decentralized in-service training program, including eLearning modules, to ensure compliance.
9. Only Department members designated by the Deputy Chief, Training and Support Group, may enter completed training by Department members.
10. The Deputy Chief, Training and Support Group, will retain records in conformance with the Forms Retention Schedule ([CPD-11.717](#)).
11. The Instructional Design Commanding Officer will ensure that all Department members who develop eLearning Modules or Streaming Videos complete the Course Summary Sheet—eLearning Modules—Streaming Videos ([CPD-63.121](#)).

B. Unit Commanding Officers

Upon identifying an area of training need, the unit commanding officer will:

1. request such training through the Deputy Chief, Training and Support Group, New Course Approval Request ([CPD-63.123](#))

2. submit to the Deputy Chief, Training and Support Group, a Standardized Lesson Plan ([CPD-63.120](#)) for the training they wish to conduct.
 3. upon lesson-plan approval from the Deputy Chief, Training and Support Group, unit commanding officers will submit the:
 - a. Standardized Attendance Sheet ([CPD-63.203](#)), and
 - b. performance of individual members as measured by tests, if administered.
 4. ensure all Course Summary Sheets and materials will be returned by guest presenter or the developing Department member to the commanding officer of the Instructional Design Section for the final approval of the curriculum, a signature, and record retention.
- C. Department Members
1. Members attending Department-approved programs by outside agencies will forward original course materials, excluding applicable copyrighted materials, directly to the Training Division, Attention: Instructional Design will serve as the repository for copies of course materials provided to members who participate in Department-funded training programs.
 2. The Deputy Chief, Training and Support Group or designee, has the authority to approve non-Departmental training to be entered into a member's training record. To receive credit for training that was not conducted by the Department or was not authorized prior to the training, the member will:
 - a. complete a To-From-Subject Report directed to the Deputy Chief, Training and Support Group. The subject line of the report will read "Request for Training Credit."
 - b. attach a copy of the certificate, diploma, or letter of attendance.
 - c. hand-carry or send via police mail to the Training Division, Attention: Instructional Design Section.
- D. The Department will not tolerate plagiarism in the development of training lesson plans and course materials. Copyright and licensing laws will be followed accordingly when developing training lesson plans and course materials.

VIII. TRAINING MATERIALS

- A. All training materials disseminated to Department members and displayed at Department facilities will adhere to current Department policy.
- B. The Graphic Arts and Print Shop, Public Safety Administration, will ensure the production of all training materials reflect Training Division approved content.
- C. Exempt command staff members responsible for the management of a Department facility will ensure that all training materials displayed at the Department facility under their command reflect the content of current Department directives.

NOTE: Exempt command staff members may contact the Training Division or Research and Development Division, as appropriate, with questions about the accuracy of training materials displayed at their facility or any related Department directives.

IX. TRAINING ATTENDANCE RESPONSIBILITIES

- A. Department members will be notified via email for scheduled, rescheduled, and cancelled training. In addition, email notifications may include uniform and equipment requirements for training, directions to the training location, or other pertinent information.

- B. Department members scheduled to attend training either at the beginning or for the entire tour of duty at a training facility that has a Chicago Police Department designated identification card reader will swipe-in at the beginning of training consistent with the Department directive titled "[Time and Attendance Swiping Program](#)."

NOTE: The swipe requirement will be waived for Department members scheduled for training at a facility that does not have a Chicago Police Department designated identification card reader.

- C. The Training Division will document and record Department member attendance at training and all training provided to or received by members, regardless of whether or not the training was required or part of Department recruit, pre-service, or in-service training. Department members attending or participating in training will:

1. sign an acknowledgment of attendance and provide the information required on the Standardized Attendance Sheet ([CPD-63.203](#)),
2. digitally acknowledge participation and completion of training via the Department's eLearning Training application or other identified electronic training application, or
3. provide the Training Division with documentation that the member has completed an authorized training provided by outside instructors or non-Department entities.

NOTE: The Training Division will record training provided by outside instructors or non-Department entities into the eLearning Training application, under the tab "External Training Record" upon receipt of documentation that the member has completed an authorized training.

- D. Designated unit supervisors will refer to the Department directive titled "[Time and Attendance Record](#)" when completing the Automated Daily Attendance and Assignment Record. Designated unit supervisors will utilize attendance codes that govern attendance requirements set by the Department (e.g., training, exchange day off, miscellaneous detail).

X. TRAINING ABSENCES

- A. Only unit supervisors of exempt rank are authorized to change the class registration date of a member who has been scheduled to attend training via the LMS.
- B. Department members who can anticipate an absence in advance of scheduled training (furlough extension, court, time due, etc.) will notify the watch operations lieutenant/designated watch supervisor in their unit of assignment as soon as the member becomes aware of his or her inability to attend. The appropriate supervisor will immediately notify their unit supervisor of exempt rank. The unit supervisor of exempt rank may reschedule the member consistent with this directive.
- C. Department members who cannot anticipate their absence and are unable to attend scheduled training on the same day that scheduled training is to take place (e.g., medical roll) will notify the watch operations lieutenant/designated watch supervisor at least one hour prior to their scheduled reporting time. In units not staffed until the member's reporting time, the notification will be made within fifteen minutes after the scheduled reporting time. The member will give the reason for the absence and any other information requested by the supervisor. The notified supervisor will immediately notify their unit supervisor of exempt rank. The unit supervisor of exempt rank must reschedule the member in the LMS no later than four hours after the start time of the scheduled training.

NOTE: The Department will not schedule officers for training within nine hours of a scheduled shift. When emergencies or other unforeseen events necessitate officer to work beyond the scheduled end time of their assigned watch prior to the scheduled training and/or to report for duty prior to the scheduled start time of their assigned watch following the scheduled training, the Department will make all reasonable efforts to adjust the officer's schedule to mitigate disruption to the officer's off-duty time (e.g., training rescheduling, etc.).

- D. Unit supervisors of exempt rank will assign a Department member under his or her command to replace the absent member for the originally scheduled training and register the newly assigned Department member to the training via LMS.
- E. Department members who anticipate a late arrival to training will notify the watch operations lieutenant/designated watch supervisor as soon as they realize that they will be late. The notified supervisor will immediately make a required email notification to the appropriate training program.
- F. Email addresses are as follows:
1. Procedural Justice (PJ1, PJ2, and PJ3 Managing Implicit Bias): Procedural.Justice@chicagopolice.org;
 2. Use of Force: UseofForce@chicagopolice.org; and
 3. LEMART/CPR Refresher: Lemart@chicagopolice.org.
- G. The unit supervisor of exempt rank who authorizes the absence of a member from scheduled training will:
1. access the LMS without delay to document the reason for changing the registration.
NOTE: If "Other" is selected as the reason for changing the registration, the unit supervisor of exempt rank must provide a detailed explanation in the remarks field.
 2. change the registration for the Department member to the earliest available training date, consistent with the provisions of the member's Collective Bargaining Agreement and the member's availability (e.g., furlough, furlough extensions, regular days off, approved use of compensatory time, court appearance).
NOTE: For reference, the next available date will be highlighted in blue on the LMS monthly calendar.
 3. assign a Department member under his or her command to replace the absent Department member for the originally scheduled training.
 4. access the LMS to register the newly assigned Department member to the training.
- H. The unit supervisor of exempt rank will ensure a rescheduled training date that involves changes in a Department member's designated start time, watch, or day-off-group are consistent with this directive and in compliance with the affected Department member's collective bargaining agreement.
- I. Department members who fail to attend scheduled training or to notify the watch operations lieutenant or designated watch supervisor of an inability to attend may be subject to summary punishment under Transgression Number 16, "failure to perform assigned task," consistent with the Department directive titled "[Summary Punishment](#)."
- NOTE:** Nothing in this directive precludes obtaining a Log Number when it is deemed appropriate.

XI. DEPARTMENT DIRECTIVES TRAINING

- A. The Commanding Officer, Instructional Design Section, will ensure monthly Department Directives eLearning modules identifying new, updated, and revised Department directives issued the previous month are created, maintained, and uploaded into the eLearning training system at the beginning of every month, as outlined in the Department directive titled "[Department Directives System](#)."
- B. Consistent with the Department directive titled "[Department Directives System](#)," Department members will be automatically enrolled in the monthly Department Directives eLearning module, notified via email, and required to log into the system and review each directive.

- C. Unit commanding officers will:
 - 1. monitor the completion of the Department directives eLearning modules by members under their command by using the supervisor compliance reports contained within the eLearning system to ensure compliance.
 - 2. take the appropriate action as necessary for non-compliance consistent with Item XIII of this directive.
- D. The commanding officer, Research and Development Division, may request additional eLearning training modules when legally required or for policies or directives of subject matters deemed particularly significant.
- E. The Training Division will store training compliance information and data for the monthly auto-enrolled Department directives eLearning modules and any other Department directive training.

XII. TRAINING DEVIATION PROCESS

- A. To effectively initiate, process, investigate, and manage training deviations, the Department has developed an electronic training deviation process via the CLEAR Application.
- B. The Deputy Chief, Training and Support Group, will ensure that training deviations are initiated and processed, as appropriate, according to the procedures outlined in this directive.
- C. District commanders or unit commanding officers will:
 - 1. monitor the training deviation process within their units to ensure that it is administered fairly and equitably by supervisors under their command.
 - 2. review training deviation investigations submitted by designated supervisors under their command and indicate approval, when appropriate, with the investigation results. If the district commander / unit commanding officer:
 - a. approves a training deviation investigation, it will be submitted to the appropriate deputy chief or next-level exempt member for final approval.
 - b. does not approve the training deviation investigation, it will be returned to the appropriate unit supervisor for additional information supporting the investigation or revisions, as necessary.

NOTE: District commanders/unit commanding officers will have the discretion to determine whether discipline for a training deviation, including those deviations for eLearning non-compliance, is appropriate. If such discipline is determined to be appropriate, Department members will be subject to progressive discipline.

 - 3. designate the appropriate unit supervisor to oversee the training deviation process and approve training deviation investigations for each watch.
- D. Designated unit supervisors will:
 - 1. oversee the training deviation process for their watch, ensuring that:
 - a. the Training Deviation Application in CLEAR is accessed daily to identify training deviations that require unit action (e.g., investigator assignment, review, and approval).
 - b. training deviation investigations are processed via the Training Deviation Application in CLEAR, and forwarded to the district commander/unit commanding officer for review.
 - 2. assign watch supervisors to investigate training deviations initiated by the Training Division for personnel under their command.

3. review training deviation investigations submitted by designated supervisors under their command and approve the investigation results, when appropriate.

E. Supervisors assigned to investigate a training deviation will:

1. be notified by the designated unit supervisor of assigned training deviation investigations.
2. conduct training deviation investigations consistent with current procedures and the procedures outlined in this directive. The investigating supervisor will use the Training Deviation Application in CLEAR to:

- a. document his or her investigation and any reply to the deviation in the "Reply" section of the training deviation.
- b. when appropriate, record any Summary Punishment Action Request (SPAR) number obtained as a result of the investigation.

NOTE: Department members that fail to attend scheduled in-service training or to notify superiors of an inability to attend may be subject to summary punishment under Transgression Number 16, "failure to perform assigned task," consistent with the Department directive titled "[Summary Punishment](#)."

- c. upload any attachments related to the investigation, if necessary.
3. submit the completed training deviation investigation in the Training Deviation Application located in CLEAR and notify the designated unit supervisor that the training deviation investigation has been submitted for review and approval.

NOTE: Supervisors will have the discretion to determine whether discipline for a training deviation, including those deviations for eLearning non-compliance, is appropriate. If such discipline is determined to be appropriate, Department members will be subject to progressive discipline.

F. Deputy chiefs or next-level exempt members will review training deviation investigations submitted by units under their command and indicate final approval of the training deviation investigation, as appropriate.

XIII. TRAINING RECORDS MAINTENANCE

A. The Training Division will develop, implement, and utilize:

1. a centralized electronic system to schedule, track, and maintain complete and accurate records of all training provided to Department members, including
 - a. authorized training provided by outside instructors or non-Department entities.
 - b. members who did not complete required training and describing any remedial training actions taken.
2. a centralized electronic file system for assessing the content and delivery of all Department training, including curricula, lesson plans, training delivered, examinations, member feedback, evaluations, and other training materials.

B. The Training Division is responsible for the maintenance of all training records unless otherwise authorized by the Deputy Chief, Training and Support Group.

1. Learning Management System (LMS). Located on The Wire homepage under the Talent Management System (TMS) widget, the Learning Management System:
 - a. is a computerized system used to schedule training for Department members and track training notifications and attendance.
 - b. provides historical records for assigned member training notifications.

- c. *maintains training records for each member of the Department.*
 - d. *records the course description, duration, date, and location, and*
 - e. *identifies Department members who did and did not complete required training.*
2. *eLearning Training application. Located on The Wire homepage under the Training Resources widget and available to Department members via any internet connected device, the eLearning Training application:*
- a. *maintains eLearning course and external training records for each member of the Department.*
 - b. *records the course description, duration, curriculum, and date completed, and*
 - c. *identifies Department members who did and did not complete required training.*

C. The Training Division is responsible for the maintenance of the following Training Records:

1. operations training and in-service training,
2. firearms training,
3. eLearning, and
4. training bulletins.

D. Districts and Units

Districts and units will continue to enter training records consistent with the Department directive titled "[Watch Changes-Roll Call Training.](#)"

1. roll call training, and
2. streaming video training.

(Items indicated by *italics/double underline* were added or revised.)

Authenticated by MWK

Larry Snelling
Superintendent of Police

23-016KT

ADDENDA:

1. S11-10-01 - Recruit Training
2. S11-10-02 - Pre-Service Training
3. S11-10-03 - In-Service Training



IN-SERVICE TRAINING



ISSUE DATE:	02 February 2024	EFFECTIVE DATE:	
RESCINDS:	31 December 2022 Version		
INDEX CATEGORY:	11 - Training		
CALEA:			

I. PURPOSE

This directive:

- A. outlines required in-service training for Department members.
- B. delineates the specific assignments that require annual refresher training.
- C. continues the use of the eLearning training system.
- D. specifies the notification process for in-service training.

II. GENERAL INFORMATION

- A. The Chicago Police Department is dedicated to professionalism, ethics, integrity, community service, and leadership. In-Service training will promote these values in a holistic approach to training.
- B. In-service training will be conducted using multiple platforms such as classroom instruction, eLearning, roll call training, and streaming videos and may take place in a decentralized manner, including at the district or unit level, through eLearning, or through other electronic means.
- C. In-service training will have mandatory curriculum and optional career-development curriculum.
- D. All required Department in-service training will reflect the Department’s commitment to the guiding principles of procedural justice, de-escalation, impartial policing, and community policing.
- E. The Deputy Chief, Training and Support Group, in coordination of the Training Oversight Committee (TOC) will determine the sequencing, scheduling, and location of all in-service training and will ensure that such in-service training is adequate in quantity, quality, type, and scope.
- F. All Department in-service training will be developed by the Training Division and then reviewed and approved by the TOC before training is delivered.
- G. All instructors of Department in-service training will meet the qualifications and requirements outlined in the Department directive titled "[Department Training](#)" and conform to the Department Training Plan.

III. REQUIRED DEPARTMENT TRAINING

- A. All non-probationary police officers who are active duty and available for assignment, including sworn supervisors and command staff, will receive, at a minimum, 40 hours of training which includes 24 hours mandatory courses and 16 hours of either mandatory or elective courses, as determined by the Training Oversight Committee (TOC) and the training requirements established by the Illinois Law Enforcement Training and Standards Board.
- B. The following topics will be covered in mandatory in-service training **on an annual basis**:
 - 1. law updates;
 - 2. de-escalation, response to resistance, and use of force including scenario-based training with an emphasis on scenarios that end in de-escalation without the use of force;

3. community policing;
 4. impartial policing; and
 5. firearms and weapons qualifications.
- C. **Every two years**, Department members will receive mandatory in-service training on methods, strategies, and techniques for recognizing and responding to hate crimes including the procedures for handling complaints and reports.
- D. The following topics will be covered in mandatory in-service training **every three years**:
1. constitutional and proper use of law enforcement authority;
 2. procedural justice;
 3. civil and human rights;
 4. responding to individuals in crisis and mental health awareness and response;
 5. cultural competency;
 6. officer wellness; and
 7. response to allegations of gender based violence including dispatch response, initial officer response, and on-scene and follow-up investigation.
- E. Department in-service training regarding responding to individuals in crisis will be adequate in quality, quantity, and scope for Department members to demonstrate competence in the subject matter. This in-service training will include, but not be limited to, the following topics:
1. a history of the mental health system;
 2. how to recognize and respond to individuals in crisis, including, but not limited to, identifying types of mental health conditions, signs and symptoms of mental health conditions, common treatments and medications, and common characteristics, behaviors, or conduct associated with individuals in crisis;
 3. the potential interactions Department members may have on a regular basis with individuals in crisis, their families, and service providers, including steps to ensure effective communication and avoid escalating an interaction with an individual in crisis;
 4. techniques to safely de-escalate a potential crisis situation;
 5. the circumstances in which a Designated CIT officer should be dispatched or consulted; and
 6. local resources that are available to provide treatment, services, or support for individuals in crisis, including available pre- and post-arrest diversion programs, and when and how to draw upon those resources.
- F. Department in-service training regarding de-escalation, response to resistance, and use of force will:
1. provide Department members with knowledge of policies and laws regulating the use of force;
 2. equip officers with tactics and skills, including de-escalation techniques, to prevent or reduce the need to use force or, when force must be used, to use force that is objectively reasonable, necessary, and proportional under the totality of the circumstances; and
 3. ensure appropriate supervision and accountability.
- G. All sworn Department members will receive the following trainings:
1. Law Enforcement Medical and Rescue Training (LEMART).

2. *The Consent Decree (pursuant to State of Illinois v. City of Chicago, Case No. 17-cv-6260) and its requirements, goals, implementation process, and timelines.*
- H. Sworn Department members may voluntarily attend peak performance driving training or be required to attend by the Traffic Review Board, supervisory recommendation, or the Tactical Review Evaluation Division.
- I. Mandatory annual Department in-service training will emphasize the importance of impartial policing by including the following topics and any other topics as determined by the TOC:
 1. Department policies regarding anti-bias and impartial policing, including the Department directives titled "[Prohibition Regarding Racial Profiling And Other Bias Based Policing](#)" and "[Protection of Human Rights](#)";
 2. topics covered in procedural justice;
 3. appropriate use of social media;
 4. cultural competency to prepare Department members to interact effectively with people from diverse communities including, but not limited to, people of color, LGBTQI individuals, religious minorities, and immigrants;
 5. recognizing when a person has a physical, intellectual, developmental, or mental disability, including protocols for providing timely and meaningful access to police services for individuals with disabilities; and
 6. the specific historical and racial challenges in the City of Chicago.
- J. Specific responsibilities and assignments within the Department require specialized mandatory annual refresher in-service training. This training will include topics covered in the respective pre-service training and any other topics as determined by the Training Oversight Committee. The assignments requiring annual refresher training will include, but is not limited to:
 1. supervisor and command staff training, including training on supervisory duties, managerial and leadership skills, and other topics identified in supervisor pre-service training;
 2. field training officer;
 3. school resource officer; and
 4. instructor development.
- K. Designated Crisis Intervention Team officers must attend an eight hour refresher, at minimum, CIT training every three years to maintain the CIT officer designation. Department members who were trained prior to April 2021 will have four years to complete the refresher CIT training before falling into the three-year cadence to maintain CIT officer designation.

NOTE: Department members that are Designated CIT officers may satisfy mandatory in-service training requirements by attending CIT refresher training.
- L. Returning Service Officers (RSOs)
 1. Department members, including supervisors and command staff, returning to active duty after taking a leave of absence of a year or more must complete all mandatory in-service training that was missed during that time as outlined in the Department directive titled "[Returning Service Officer](#)."
 2. At a minimum, RSOs must complete in-service training related to de-escalation, response to resistance, and use of force before returning to their unit of assignment.
 3. RSOs must complete all missed mandatory in-service training within the first full year of returning to active duty.

4. Where the same mandatory in-service training has been updated or required multiple times during the RSO's leave of absence, RSOs are only required to take the most recent offering.

IV. ELEARNING TRAINING SYSTEM

- A. All eLearning training will be reviewed and approved by the TOC to ensure that instructional objectives are sufficiently achieved and will be consistent with training development consistent with the Department directive titled "[Department Training](#)."
- B. All eLearning training will test Department members on comprehension of the underlying subject matter.
- C. Department members will be automatically enrolled for scheduled eLearning training modules and notified via Department email.

REMINDER: Department members are required to check their Department email at least once per tour of duty in accordance with the Department directive titled "[Use of the Internet](#)."

- D. Upon notification, Department members are required to log into the eLearning Training System and complete the training by the required due date.
 1. Department members returning from furlough, medical roll while in a non-ambulatory recuperation status, or any other Department approved-status will complete the auto-enrolled eLearning training modules within 96 hours of returning to duty for all eLearning training modules past the deadline. All other eLearning training modules will be completed by the deadline.
 2. All sworn Department members in an ambulatory recuperation status will complete their eLearning training within the required time frame or within 96 hours of notification that an eLearning training module is past the deadline.

NOTE: Members in an ambulatory recuperation status will access eLearning from home or an appropriate Department facility via the Chicago Police Department website at <https://elearning.chicagopolice.org>.

- E. Unit commanding officers or executive officers will monitor member use of the system, ensure the training is completed in the allotted time, and take the appropriate action as necessary for noncompliance.

NOTE: Members who do not complete training as required will be subject to the training deviation process as outlined in the Department directive titled "[Department Training](#)."

V. IN-SERVICE TRAINING NOTIFICATION PROCESS

- A. Department members are automatically enrolled for required annual training based on their furlough, watch, and day-off group assignments at the time of the enrollment.
- B. Department members will receive timely notifications of scheduled training via Department email and supervisor notification.

REMINDER: Department members are required to check their Department email at least once per tour of duty as delineated by the Department directive titled "[Use of the Internet](#)."

- C. Police officers with a steady watch assignment (1st, 2nd, and 3rd watch) must receive a minimum of seven days advance notice when scheduled to attend in-service training that would require a change of start times by more than plus or minus two hours from the contractually agreed upon start time.

NOTE: For in-service training, the Department is limited to a maximum of six programs per year, for a maximum of eighteen days per year, to provide this seven-day advance notice to police officers without incurring premium compensation.

- D. Police officers with an assigned day-off group must receive a minimum of seven days advance notice when scheduled to attend in-service training on their regular days off.

NOTE: For in-service training, the Department is limited to a maximum of seven programs per year, for a maximum of twenty-eight days per year, to provide this seven-day advance notice to police officers without incurring premium compensation.

- E. District commanders and unit commanding officers will:

1. ensure that Department members are notified of scheduled training consistent with the procedures outlined in this directive.
2. designate a supervisor under their command to be trained on the training notification process including the Jaspersoft Reporting Application and the LMS.

- F. On a daily basis, the designated unit supervisor will:

1. ensure a "Daily Training Notification Report" is printed from the Jaspersoft Reporting Application that will contain the name, date, location, and time of training as well as indicating the names, star numbers, PC numbers, and employee numbers of Department members scheduled for training.

NOTE: The "Daily Training Notification Report" can be found in the Training Division folder located within the Jaspersoft Reporting Application.

2. forward the "Daily Training Notification Report" to the designated supervisor on the respective watches.
3. receive the "Daily Training Notification Report" from each watch on a daily basis to update the LMS. Reports will be retained in conformance with the Forms Retention Schedule ([CPD-11.717](#)).

NOTE: Notification updates are made using the "User Notification" link located under the "Administration" tab of the LMS.

- G. Using the "Daily Training Notification Report" from the Jaspersoft Reporting Application, the watch operations lieutenant/designated watch supervisor will:

1. ensure that training notifications are given to scheduled Department members in a timely manner.
 - a. Watch operations lieutenant or designated watch supervisors will ensure notifications for scheduled training that involve changes in a Department member's designated start time, watch, or day-off-group are in compliance with the affected Department member's Collective Bargaining Agreement.

NOTE: "The Agreement Between the Fraternal Order of Police Chicago Lodge No. 7 and the City of Chicago" requires seven days notice to the officer for a change in watch assignments or designated start times of more than two hours for in-service training unless the change involves one of the exceptions listed in the "Change of Schedule" section of the Collective Bargaining Agreement.

- b. When a watch operations lieutenant or designated watch supervisor becomes aware that a notification for scheduled training is in violation of a Department member's Collective Bargaining Agreement, they will notify their unit supervisor of exempt rank. The unit supervisor of exempt rank will reschedule the member for training via LMS to ensure the notification and scheduling are within the terms of the agreement and consistent with this directive.

2. notify Department members of scheduled training, and sign, date, and enter his or her star or employee numbers on the "Daily Training Notification Report" to indicate that the notifications were made.
 - a. The "Daily Training Notification Report" will only contain the names of those members for whom a training notification has been received and the member has not been previously notified.
 - b. The "Daily Training Notification Report" will be returned to the unit commanding officer's office every day (except for weekends and holidays) once notifications have been made for update into the LMS. Reports from weekends and holidays will be returned to the unit commanding officer's office on the next regular scheduled work day.
- H. When a member is unable to be notified (e.g., medical roll, injury on duty), the unit supervisor of exempt rank will reschedule the member consistent with this directive.

Authenticated by MWK

Larry Snelling
Superintendent of Police

23-033 KT

DRAFT



PRE-SERVICE TRAINING



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I. PURPOSE

This directive outlines the basic requirements for pre-service training for command staff and supervisors, Field Training Officers, School Resource Officers, the Training Division, and the Crisis Intervention Team.

II. GENERAL INFORMATION

A. All Department pre-service training will:

1. be adequate in quality, quantity, scope, and type that will be reviewed and determined by the Training Oversight Committee (TOC).
2. conform to the Department Training Plan.
3. reflect the Department's commitment to the guiding principles of procedural justice, de-escalation, impartial policing, and community policing.

B. All instructors of Department pre-service training will meet the qualifications and requirements outlined in the Department directive titled "[Department Training](#)."

C. Any pre-service training, which is also a part of the Department's mandatory annual in-service training, will satisfy that mandatory annual in-service training requirement. Any other pre-service training course completed during a pre-service promotional training will count towards the total amount of training required by the Department's mandatory annual in-service training.

III. REQUIRED PRE-SERVICE TRAINING

A. Command Staff and Supervisors

1. The amount of pre-service promotional training may differ according to rank and command, but all pre-service promotional training will be adequate in quality, quantity, type, and scope as determined by the TOC and will cover topics appropriate to the specific rank and command.
2. Supervisors newly promoted to the ranks of sergeant, lieutenant, and captain will attend pre-service supervisory training before being assigned to a supervisory rank or assuming the responsibilities associated with a particular supervisory rank.
3. Upon their first promotion to the rank of commander or above, supervisors will attend supervisory training within six months of their assignment to, or assumption of, supervisory responsibilities as a member of the Department's command staff.
4. Supervisory pre-sevice training for sergeants and lieutenants will include, but not limited to:
 - a. recognizing signs and symptoms of alcohol use and substance use disorders, recommending Department members to support services, and reporting obligations of members exhibiting signs of alcohol or drug impairment;
 - b. Crisis Intervention Team (CIT) Basic training; and

NOTE: If Department members attending supervisory pre-service training for sergeants and lieutenants **have not** previously received CIT Basic training and certification, members will receive CIT Basic training in its entirety either during supervisory pre-service training or will be given preference to attend the next available CIT Basic training. If Department members attending supervisory pre-service training for sergeants and lieutenants **have** previously received CIT Basic training and certification, members will receive CIT refresher training as appropriate in accordance with the required in-service training cadence.

- c. review of Department policies and procedures of de-escalation, response to resistance, and use of force to ensure appropriate supervision and accountability.
5. As appropriate and tailored to the specific rank and command, pre-service promotional training topics will include, but not be limited to:
- a. an overview of department-wide crime reduction strategies;
 - b. specific methods for developing district-level crime reduction strategies that are consistent with the principles of community policing, and tools and techniques on how best to communicate with Department members on how to incorporate principles of community policing in implementing those crime reduction strategies;
 - c. techniques for effectively guiding and directing Department members and promoting effective and ethical police practices, including detecting and addressing bias-based profiling and other forms of discriminatory policing;
 - d. de-escalation strategies and the principles of force mitigation;
 - e. intervening on a subject's behalf when observing a use of force that is excessive or otherwise in violation of policy;
 - f. evaluating the completeness, correctness, and sufficiency of written reports;
 - g. monitoring, reviewing, and investigating uses of force to ensure consistency with Department policies;
 - h. understanding the function and proper use of supervisory tools, such as Early Intervention System ("EIS") and body-worn cameras, at each rank;
 - i. evaluating officer performance, informally and formally as part of the Department's annual performance evaluation process;
 - j. Department and Civilian Office of Police Accountability's (COPA) disciplinary system requirements and available non-punitive corrective action;
 - k. mentoring Department members and fostering career development;
 - l. responding to allegations of officer misconduct, including, but not limited to, excessive force and racial discrimination, for purposes of documenting the complaint and reporting it to COPA;
 - m. building community partnerships and guiding officers on how to implement this requirement;
 - n. Department policy and legal updates;
 - o. supporting officers who report objectively unreasonable or unreported force, or who are retaliated against for attempting to prevent objectively unreasonable force;
 - p. the Employee Assistance Program (EAP); and

- q. strategies for effectively managing and reviewing Department work products to ensure that effective accountability is established at every level.
6. Field Observation Components for Pre-Service Sergeants
- a. Pre-service sergeants will shadow current sergeants in districts for two days with one day observing the activities of a district station supervisor and one day observing the activities of a field sergeant.
- b. The field observation component of pre-service sergeant training is intended for observation and familiarization with the duties and responsibilities of a field sergeant and district station supervisor.
- c. To ensure consistency across districts, district commanders will designate sergeants to be shadowed by pre-service sergeants. The designated shadowed sergeants will have the following qualifications:
- (1) performed sergeant duties for at least six months;
 - (2) be available for the entire tour of duty;
 - (3) have a performance evaluation of "meets expectations" or higher as outlined in the Department directive titled "[Performance Evaluations of All Sworn Department Members below the Rank of Superintendent](#);"
 - (4) have an acceptable disciplinary record;
- NOTE:** The disciplinary record cannot reflect any sustained Complaint Register (CR) investigations for misconduct resulting in suspensions of more than seven days during the preceding twelve-month period or a record of three or more sustained CR investigations resulting in suspensions of any length of time within the past five years where the allegation(s) stemmed from the performance of duties and responsibilities of the respective rank.
- (5) display exemplary competency in the duties and responsibilities as a district station supervisor and in field duties.
- d. During the field observation component of pre-service sergeant training, the designated shadowed sergeants will:
- (1) provide a checklist to each pre-service sergeant, consistent with the Bureau of Patrol Special Order.
 - (2) advise the pre-service sergeant to review the following Department directives:
 - (a) "[Supervisory Responsibilities](#);"
 - (b) "[District Station Supervisor](#);" and
 - (c) "[District Field Sergeant](#)."
 - (3) conduct a walk-through of the District facility with the pre-service sergeant.
 - (4) arrange for the pre-service sergeant to receive an overview of the Strategic Decision Support Center (SDSC).
 - (5) familiarize the pre-service sergeant with Department applications and reports, located on the Wire, used by the respective rank. These applications include, but are not limited to, the following:

- (a) Case: Incident Reports;
- (b) Investigatory Stop Report;
- (c) Crisis Intervention Team Reports;
- (d) Foot Pursuit Report;
- (e) Tactical Response Reports, including the Incident Debriefing Report;
- (f) Taser download software;
- (g) Injury on Duty (IOD) Application;
- (h) PQuip equipment support tickets for in-car and body worn camera repair; and
- (i) CLEARNET, including the Electronic Overtime/Compensatory Time Report System.

NOTE: The field observation component of pre-service sergeant training will be documented on the Watch Incident Log (CPD-21.916) for the corresponding dates, watch, and district of occurrence.

7. Field Observation Component for Lieutenants

- a. Pre-service lieutenants will shadow current lieutenants in districts for two day observing the activities of a watch operations lieutenant (WOL).

NOTE: One day will be spent on the 2nd watch and one day will be spent on the 3rd watch.

- b. The field observation component of pre-service lieutenant training is intended for supervisory observation and familiarization with the duties and responsibilities of the watch operations lieutenant.

- c. To ensure consistency across districts, district commanders will designate lieutenants to be shadowed by pre-service lieutenants. The designated shadowed lieutenants will have the following qualifications:

- (1) performed lieutenant duties for at least six months;
- (2) be available for the entire tour of duty;
- (3) have a performance evaluation of "meets expectations" or higher, as outlined in the Department directive titled "[Performance Evaluations of All Sworn Department Members below the Rank of Superintendent](#);"
- (4) have an acceptable disciplinary record;

NOTE: The disciplinary record cannot reflect any sustained Complaint Register (CR) investigations for misconduct resulting in suspensions of more than seven days during the preceding twelve-month period or a record of three or more sustained CR investigations resulting in suspensions of any length of time within the past five years where the allegation(s) stemmed from the performance of duties and responsibilities of the respective rank.

- (5) display exemplary competency in the duties and responsibilities as Watch Operation Lieutenant.

- d. During the field observation component of pre-service lieutenant training, the designated shadowed lieutenants will:
- (1) provide a checklist to each pre-service lieutenant, consistent with the Bureau of Patrol Special Order.
 - (2) advise the pre-service lieutenant to review the Department directive titled "[Watch Operations Lieutenant](#)."
 - (3) conduct a walk-through of the District facility with the pre-service lieutenant.
 - (4) arrange for the pre-service lieutenant to receive an overview of the Strategic Decision Support Center (SDSC).
 - (5) familiarize pre-service lieutenant with Department applications and reports, located on the Wire, used by the respective rank. These applications include, but are not limited to the following:
 - (a) Foot Pursuit Report;
 - (b) Tactical Response Reports, including the Incident Debriefing Report;
 - (c) Taser download software;
 - (d) Injury on Duty (IOD) Application;
 - (e) PQuip equipment support tickets for in-car and body worn camera repair;
 - (f) CLEARNET, including the Electronic Overtime/Compensatory Time Report System; and.
 - (g) the Random Video Review Application (RVR) for the review of body-worn camera and in-car video system recordings.

NOTE: The field observation component of pre-service lieutenant training will be documented on the Watch Incident Log ([CPD-21.916](#)) for the corresponding dates, watch, and district of occurrence.

8. Captain Senior Executive Service (SES) Training

- a. The Superintendent will select candidates to attend Captain Senior Executive Service (SES) training.
- b. The Superintendent may choose to send more candidates than available vacancies to the Captain SES training and make final promotional decisions after the completion of the training. The completion of Captain—SES training does not guarantee an appointment to captain.
- c. At the close of training, Department members will return to their respective unit of assignment. As captain vacancies occur, the Superintendent will select candidates for promotion.

B. Field Training Officer

Field training officers (FTOs) will receive training that is adequate in quality, quantity, scope, and type as determined by the TOC and that addresses topics including, but not limited to:

1. management and mentoring;
2. community policing;
3. effective problem-solving techniques;
4. ethics;

5. diversity;
6. field communication;
7. any recent substantive changes made to the recruit training curriculum; and
8. Crisis Intervention Team (CIT) Basic Training.

NOTE: If Department members attending FTO pre-service **have not** previously received CIT Basic training and certification, the members will receive CIT Basic training in its entirety either during FTO pre-service training or will be given preference to attend the next available CIT Basic training. If Department members attending FTO pre-service training **have** previously received CIT Basic training and certification, members will receive CIT refresher training as appropriate in accordance with the required in-service training cadence.

C. School Resource Officer (SRO)

SROs will receive training that is adequate in quality, quantity, scope, and type as determined by the TOC and that addresses topics including, but not limited to:

1. school-based legal topics;
2. cultural competency;
3. problem-solving;
4. the use of de-escalation techniques;
5. use of restorative approaches;
6. available community resources;
7. alternative response options;
8. youth development;
9. crisis intervention;
10. disability and special education issues; and
11. methods and strategies that create positive interactions with specific student groups such as those with limited English proficiency, who are LGBTQI, or are experiencing homelessness.

D. Training Division

Training Division instructors and staff will receive the following training as determined by their position within the Training Division:

1. instructor development;
2. lesson plan design and development; and
3. instructor reinforcement.

E. Crisis Intervention Team (CIT)

To be a member of the Crisis Intervention Team, Department members will receive, at minimum, Crisis Intervention Team (CIT) Basic training consisting of a forty hour specialized training that is adequate in quality, quantity, scope, and type as determined by the TOC and that addresses topics and scenario-based exercises including, but not limited to:

1. signs and symptoms of mental illness;
2. working with older adults;

3. substance use and co-occurring disorders;
4. verbal de-escalation and tactical response;
5. risk assessment and crisis intervention skills;
6. child and adolescent issues;
7. returning veterans and post-traumatic stress disorder;
8. psychotropic medications and medical conditions;
9. legal issues and law enforcement response;
10. community resources;
11. autism and intellectual and developmental disabilities; and
12. the Employee Assistance Program.

Authenticated by MWK

23-033KT

Larry Snelling
Superintendent of Police

DRAFT