



DEPARTMENT TRAINING



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CALEA:	Law Enforcement Standard Chapters 33 and 41; Law Enforcement Training Academy Standards Chapters 1, 4, 6, and 7		

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.
9. the procedures and responsibilities for the publication of the Department training bulletins.

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](#)); and
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 of 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, Education and Training 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 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, Education and Training Group, has complete authority over all Department training.

B. Training and Support Group

The Deputy Chief, Education and Training 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, Education and Training Group. The Deputy Chief, Education and Training Group, reports directly to the Executive Director, Office of Constitutional Policing and Reform.

C. The Education and Training Group's administration includes the Administrative Office, Procurement and Facilities Management, and Community Engagement 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 Commander, Training Division, is the executive officer to the Deputy Chief, Education and Training 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 Ranges conduct 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. *This section also facilitates the training for the Individualized Critical Incident Overview Training program.*

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 or 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 that includes an annual course on de-escalation, 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, Domestic Preparedness Unit, Law Enforcement Medical and Rescue Training (LEMART) Unit, and the Peak Performance Driving Unit. 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 Field Force Operations (crowd control), Incident Command System, 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 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.

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, and Instructor Academy. 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.

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 and Evaluations. 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 and Evaluations Unit develops, maintains, and evaluates assessments for pre-service training, and evaluates examinations to validate recruit and in-service training programs and ensures that testing is administered in a reliable and fair manner. The Examinations and Evaluations Unit, in conjunction with the training sections, designs and develops both knowledge-based and performance-based tests or assessments 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 and Evaluations Unit coordinates the evaluation of instructor performance and curriculum development for the Instructor Development Program. In addition, the Examinations and Evaluations 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 Section as well as the Organizational Management and Planning Group 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 the Instructional Design Section, Training Division, prior to implementation. The New Course Approval Request ([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, Education and Training 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, Instructional Design 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, 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, Education and Training Group.

- B. The Department's instructor academy course will be certified by the Illinois Law Enforcement Training and Standards Board.
- 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, Education and Training Group.

2. an acceptable disciplinary record. Based on the date that a Complaint Register (CR) investigation for misconduct was sustained, identified as the final disciplinary decision at completion of the Command Channel Review Process, 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;

NOTE: For Civilian Office Of Police Accountability (COPA) investigations, the final disciplinary decision occurs after the conclusion of the process described in the Municipal Code of Chicago Chapter 2-78-130(a). For Bureau of Internal Affairs (BIA) investigations, the Chief of BIA (or their designee) has been designated by the Superintendent to provide the final disciplinary decision.

NOTE: Sustained CR investigations with findings of "No Disciplinary Action" will not be considered as sustained violations for purposes of this selection process. Candidates with pending grievances or Police Board cases concerning discipline will be allowed to apply. Such applications will be considered if the candidate's disciplinary record is modified or expunged as a result of the grievance or the Police Board hearing so that the member's disciplinary record meets the disciplinary standards set forth in this directive.

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 (i.e., behaviors including, but not limited to, the candidate goes on the medical roll when assigned to an involuntary detail; the medical roll use is linked to furloughs, RDOs, or other time due to extend time off; or the candidate is found to have used the medical roll in an unauthorized manner or demonstrates other behaviors of medical roll abuse).

NOTE: Medical time used in relation to approved Family and Medical Leave Act (FMLA) leaves, Paid Parental Leave, 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 "Outstanding Performance Rating/Value 4" or "Meets Performance Expectations/Rating Value 3," (or previous equivalent) 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 program for, 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 physical skills 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 ILETSB courses.
 - J. The Training Division will conduct annual instructor performance reviews consistent with the Department directives titled "Performance Evaluations of All Sworn Department Members below the Rank of Superintendent" and "Training Division Instructor Evaluations -- Pilot Program." 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 Education and Training 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 the Department directive titled "[TMS: Watch Sheet.](#)"

NOTE: Only Department members who have a current Illinois Law Enforcement Training and Standards Board approval letter can volunteer to work on their regular day off or approved furlough day as an instructor at the Education and Training Group. 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, Education and Training Group, before the training is scheduled to begin.
- B. The Standardized Attendance Sheet ([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 Education and Training 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. Education and Training Group
1. The Deputy Chief, Education and Training Group, will review submitted training requests for development by the Training Division.
 2. Upon approval by the Deputy Chief, Education and Training 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, Education and Training Group, a class code number or eLearning module will be created.
 6. The Deputy Chief, Education and Training 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.

NOTE: As additional opportunities for training, professional development, and employee assistance resources become available through the Training Division, the Deputy Chief, Education and Training Group, or designee, will announce these opportunities via Department communications methods such as Administrative Message Center (AMC) messages, emails, or newsletter or daily bulletin entries.

- 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 consistent with the Department directives titled "Performance Evaluations of All Sworn Department Members below the Rank of Superintendent" and "Training Division Instructor Evaluations -- Pilot Program."
 - 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 consistent with the Department directive titled "Community Engagement in Policy and Training Development."
 - e. advise members under their direct command of available training, professional development opportunities, and employee assistance resources.
7. The Deputy Chief, Education and Training 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 of the extent to which such training is reflected in how members perform, to include a review of Department use of force reviews, discipline and civilian complaints, and officer safety issues; input from Department members, collective bargaining units, and members of the community; recommendations from Department oversight entities, such as COPA, the Deputy Inspector for Public Safety, and the Police Board; research of law enforcement best practices and changes in law, Department policy, Illinois Law Enforcement Training and Standards Board requirements; and evaluations of training equipment, 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, written 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, Education and Training 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, Education and Training Group, may enter completed training by Department members.
 10. The Deputy Chief, Education and Training Group, will retain records in conformance with the Forms Retention Schedule ([CPD-11.717](#)).
 11. The commanding officer, Instructional Design Section, 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, Education and Training Group, New Course Approval Request ([CPD-63.123](#)).
 2. submit to the Deputy Chief, Education and Training Group, a Standardized Lesson Plan ([CPD-63.120](#)) for the training they wish to conduct.
 3. upon lesson-plan approval from the Deputy Chief, Education and Training Group, 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, 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 Section, which will serve as the repository for copies of course materials provided to members who participate in Department-funded training programs.
 2. The Deputy Chief, Education and Training 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, Education and Training 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 BULLETINS

- A. Training Bulletins are issued to:
- explain, clarify, or restate Department policy and procedure.
 - bring items of special interest to the attention of Department members.
 - aid members in achieving the mission and goals of the Department.
- B. Specific Responsibilities Regarding Training Bulletins
- The Deputy Chief, Education and Training Group, will ensure that:
 - proposed training bulletins are reviewed by units with expertise and responsibility for the subject matter covered by the bulletin.
 - training bulletins are consistent with:
 - the Department's policies and procedures as established by the Rules and Regulations of the Department, defined by the Department's written directives, or otherwise expressed by the Superintendent of Police.
 - any applicable or cited statutes and ordinances.
 - Other Units
 - Command staff members may recommend new or revised training bulletins to the Deputy Chief, Education and Training Group, when appropriate.
- NOTE:** If any portion of a training bulletin is inconsistent with an established Department policy or procedure or any statute or ordinance, such portion will be considered invalid, and the appropriate rule, directive, statute, or ordinance will take precedence.
- training bulletins are prepared by the Training Division and are disseminated to all members, as appropriate, through an Automated Message Center (AMC) announcement on THE WIRE or an eLearning curriculum, which may include a link to the newly issued bulletin.
 - an index of current training bulletins is maintained and available for viewing by Department members on the Training Division's webpage, located under "Training Resources" on THE WIRE.

- b. The Research and Development Division and other concerned units will notify the Education and Training Group when information of current importance requires bulletin coverage and indicate the general nature of the material to be presented.
 - c. All units will provide assistance to the Education and Training Group as needed for the preparation of training bulletins.
3. Individual Members
- a. All members are encouraged to review and study training bulletins for future reference.
 - b. Supervisors will ensure that their subordinates are familiar with training bulletins and will assist them in understanding the material presented, if appropriate.

X. 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 of 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 via the Watch Sheet application. Designated unit supervisors will utilize attendance codes that govern attendance requirements set by the Department (e.g., training, exchange day off, miscellaneous detail).

XI. 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).

- 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 direct the member to report to their regular unit of assignment for duty. The Training Division will initiate the training deviation process for the member who missed training, as appropriate, consistent with Item XIII of this directive.
- F. 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, when available.
- 4. access the LMS to register the newly assigned Department member to the training.

- G. 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.

- H. 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.

XII. 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.

XIII. 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, Education and Training 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.

XIV. 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, Education and Training 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

ADDENDA:

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

DRAFT