

**DEPARTMENT TRAINING RECORDS MAINTENANCE PROGRAM**

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INDEX CATEGORY:	Training		

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.

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](#)).

C. satisfies:

1. CALEA Law Enforcement Standard in Chapter 33 and 41.
2. CALEA Law Training Academy Standards in Chapters 1, 6 and 7.

II. GENERAL INFORMATION

A. Department Training Maintenance Program

The Training Division will function as a clearing house 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 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. The Deputy Chief, Training and Support Group, reports directly to the Deputy Superintendent, Office of Constitutional Policing and Reform.

B. Training Division

The Education and Training Division is commanded by a captain who reports directly to the Deputy Chief, Training and Support Group. The captain directs the resources of the 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 Training Division consists of the following sections: Administrative, Procurement

and Facilities Management, Consent Decree Compliance, Accreditation, and FOIA. The division consists of the following:

1. Recruit Training Section

The Recruit Training Section consists of the following units: Recruit Operations, Law, Physical Skills, Technology, Returning Service Officer, and Field Training. 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, administers the annual physical fitness exam, and manages the Officer Wellness Program; 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**.

2. Instructional Design and Quality Control Section

The Instructional Design and Quality Control Section (IDQC) consists of the following units: Recruit Training; In-Service Training; Pre-Service Training; eLearning and Training Records Maintenance; and Examinations, Evaluations, and Instructor Development. The IDQC section will routinely review lesson plans to ensure the lesson plan and related instructional material adheres to current research, policy, and law. The training units identify training and performance needs based on the analysis in the Department's annual Training Needs Assessment and Training Plan. Any new training established by the division as well as the recruit curriculum is developed, designed, and modified by the training units. The training units monitor, evaluate, and recommend updates to the curriculum and lesson plans. The eLearning and Training Records Maintenance Unit develops online learning modules and is responsible for the maintenance of Department training records and materials. The Examinations, Evaluations, and Instructor Development Unit develops, maintains, and administers examinations to validate recruit, pre-service, and in-service training programs, and 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 make recommendations in regard to the delivery of training, course content, and course needs for overall effectiveness and relevance.

3. 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.

4. Continuing Education and In-Service Section

The Continuing Education and In-Service Section develops and presents continuing education training programs for incumbent Department members. Training includes specialized seminars 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 Continuing Education and In-Service Section consists of the following units: Procedural Justice, Use of Force, Terrorism Awareness and Response Academy (TARA), Tactical Training Unit (TTU), Use of Force and De-escalation Simulator, and Driving School. The Procedural Justice Unit teaches members research-based methods of building legitimacy through positive interactions with community residents. The Use of Force Unit

provides training to members on the Department's use of force policy, force mitigation techniques, mental health, and other topics. The TARA Unit teaches first-responder awareness, responses, duties, and actions when encountering suspected terrorist organizations and individuals. The TTU provides basic instruction to safely and effectively enter and clear rooms using tactical techniques to search, identify, and control subjects in reality-based scenarios. The Use of Force and De-escalation Simulator Unit offers the use of video and CGI (computer-generated imagery) scenarios that allow training in situational awareness and contact, cover, and threat assessment. The Driving School Unit provides training classes for recruits, in-service members, preventable traffic crashes, and police all-purpose vehicles.

5. Continuing Education Career Development and Officer Wellness Section

The Continuing Education Career Development and Officer Wellness 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 Development, Executive Development, LEMART/ICIOT, and Officer Wellness and Resiliency. 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 LEMART/ICIOT Unit provides tactical medical training that is an investment in police officers to empower and build necessary confidence to take lifesaving action to both self and others, while embodying the core principles of procedural justice, sanctity of life, and positive community engagement. The Officer Wellness and Resiliency Unit provides training on stress management, alcohol and substance abuse, mental wellness, Department support services, and other methods to promote well-being.

6. Decentralized Training Section

The Decentralized Training Section conducts training and disseminates critical material to officers in their assigned districts on a regular basis with minimal impact on district manpower. Training topics are refreshed each period, with the goal of presenting up-to-date and relevant material. The section provides hands-on training in small groups on all watches in each district. 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.

- C. Any and all training must be reviewed and approved by the commanding officer of Instructional Design and Quality Control (IDQC) of the Education and Training Division prior to implementation.

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 the Training Oversight Committee prior to implementation.

- D. The schedules for all Department-approved training must be submitted to the commanding officer of IDQC of the Education and Training Division before the training is scheduled to begin.

- E. 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 IDQC section will only approve lesson plans submitted using the standardized format. All training courses conducted by the Department will include:

1. a statement of performance and job-related objectives;
2. the content of the training and specification of appropriate instructional techniques;

3. a process for approval of the lesson plan; and
 4. the identification of any tests used in the training process.
- F. 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 IDQC section for approval, signature, and record retention.
- G. 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.
- H. The unit will submit the completed Course Summary Sheet-Guest Presenters and the copies of the training course materials to the commanding officer of IDQC for approval, signature, and record retention. When training materials used by a guest presenter/instructor is revised or updated, a new Course Summary Sheet-Guest Presenters form along with associated training materials must be resubmitted to IDQC 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 the Training Oversight Committee prior to implementation.

- I. Any Department member who teaches or develops Department-approved training will attend the Department's instructor's academy course and receive annual refresher training to include, at a minimum:
1. lesson plan development;
 2. performance objective development;
 3. instructional techniques;
 4. testing and evaluation techniques;
 5. training on assigned subject matter and related subjects;
 6. peer review; and
 7. resource availability and use.

NOTE: Any Department member who teaches or develops Department-approved training must complete the Department's instructor's academy course.

- J. All instructors must receive approval from the Illinois Law Enforcement Training and Standards Board (ILETSB) in order to teach certified ILETSB courses.
- K. 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-service or Department-conducted training. Department members:
1. attending the training will provide 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 Division using the email trainingrecords@chicagopolice.org.

L. 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.

III. RESPONSIBILITIES

A. Training Division

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, the IDQC or In-Service sections will receive and review submitted requests and develop training through the input of subject-matter experts.
3. The IDQC supervisor or their designee will conduct a review of the newly developed training and ensure that it is forwarded to the Office of Legal Affairs for review.
4. Upon approval by the Deputy Chief, Training and Support Group, a class code number or eLearning module will be created.
5. The Captain, Training Division under the direction of the Deputy Chief, Training and Support Group, will prepare and submit annually a Needs Assessment Report and the Training Plan, and will include:
 - a. Needs Assessment Report. An annual, written report which identifies data collection and analysis pertaining to use of force reviews, changes in the law and/or policy, discipline and civilian complaints, officer safety issues, equipment and evaluations of training courses, instructors and FTOs. In addition, this report considers input from Department members, members of the community, and other outside entities, such as COPA.
 - b. The Training Plan. An annual, written report which 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 improve the quality of future instruction and curriculum.
6. The Deputy Chief, Training and Support Group, will review and oversee the Department's decentralized in-service training program to ensure compliance.
7. Only Department members designated by the Deputy Chief, Training and Support Group, may enter completed training by Department members.
8. The Deputy Chief, Training and Support Group, will retain records in conformance with the Forms Retention Schedule ([CPD-11.717](#)).
9. The IDQC supervisor 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

All training conducted by units outside the Training Division must be approved by the Deputy Chief, Training and Support Group and the Training Oversight Committee. Unit commanding officers will:

1. identify training needs and request such training through the Deputy Chief, Training and Support Group, or online module.

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 IDQC 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 copyrighted materials, directly to the Training Division, Attention: Instructional Design and Quality Control. IDQC 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, 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: IDQC.

- 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.

IV. 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 will ensure the production of all training materials reflect Training Division approved content.
- C. The General Support Division will ensure all posted training materials are the updated, Training Division approved materials provided by the Graphic Arts and Print Shop.

V. TRAINING RECORDS MAINTENANCE

The Training Division will utilize a centralized electronic system for scheduling and tracking all Department members training, and a centralized electronic file system for assessing the content and delivery of all Department training. The Training Division is responsible for the maintenance of all training records, unless otherwise authorized by the Deputy Chief, Training and Support Group, as outlined below:

- A. Training Division
 1. recruit and in-service training,
 2. firearms training,
 3. eLearning, and
 4. training bulletins.

B. 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.

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