



# TRAINING NOTIFICATION AND ATTENDANCE RESPONSIBILITIES



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<b>INDEX CATEGORY:</b>	Professionalism		

## I. PURPOSE

This directive:

- A. continues the Learning Management System (LMS) and the training notification process.
- B. continues the "Daily Training Notification Report" accessible through the Jaspersoft Reporting Application.
- C. continues the electronic training deviation process via the CLEAR Application.
- D. describes training notification, attendance, and appearance responsibilities of Department members.
- E. satisfies CALEA Law Enforcement Standards in Chapters 33 and 41.
- F. satisfies CALEA Training Academy Standards in Chapter 4.

## II. LEARNING MANAGEMENT SYSTEM (LMS)

Located on The Wire homepage under Applications, 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.

## III. IN-SERVICE TRAINING

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. In-service training will be conducted using multiple platforms such as classroom instruction, eLearning, roll call, and streaming videos. In-service training will have mandatory curriculum and optional career-development curriculum.

- A. Department members must satisfactorily complete minimum in-service training requirements every three years as established by the Illinois Law Enforcement Training and Standards Board. The training will consist of constitutional and proper use of law enforcement authority, procedural justice, civil and human rights, and cultural competency.
- B. Department members must satisfactorily complete minimum in-service training requirements annually. The requirements will include law updates, mental health awareness, firearms and weapons qualifications, use of force training including scenario-based training, or similar training approved by the Illinois Law Enforcement Training and Standards Board. Department members must satisfactorily complete any other Department-mandated training.
- C. All non-probationary police officers who are active duty and available for assignment, including sworn supervisors and command staff, will receive, at a minimum, the following hours of in-service training each calendar year:
  - 1. 2018, CPD required that each officer received at least 16 hours of in-person mandatory courses;

2. 2019, CPD required that each officer received at least 16 hours of in-person mandatory courses, with the remaining 8 hours to be provided either as mandatory or elective courses, as determined by the Training Oversight Committee (TOC);
3. 2020, CPD will require that each officer receive at least 24 hours of in-person mandatory courses, with the remaining 8 hours to be provided either as mandatory or elective courses, as determined by the TOC; and
4. 2021 and every year thereafter, CPD will require that each officer receive at least 24 hours of in-person mandatory courses with the remaining 16 hours to be provided either as mandatory or elective courses, as determined by the TOC.

#### IV. ELEARNING TRAINING SYSTEM

- A. Department members will be automatically enrolled for scheduled eLearning training modules and notified via Department email.

**NOTE:** 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."

- B. Upon notification, Department members are required to log into the eLearning Training System and complete the training by the required due date.
- C. Department members on furlough, medical roll, or any other Department-approved status will complete the auto-enrolled eLearning training module(s) within thirty days of returning to duty.
- D. 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 non-compliance.

#### 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.

**NOTE:** 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/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/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 7 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/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 (medical roll, injury on duty, etc.), the unit supervisor of exempt rank will reschedule the member consistent with this directive.

## VI. 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.
- 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, and  
**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 in 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/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.

## VII. 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/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.
  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.
- 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.

## VIII. 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. Department members attending training will provide the information required on the [Standardized Attendance Sheet \(CPD-63.203\)](#).
- 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).

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

Authenticated by: KC

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