



TRAINING OVERSIGHT COMMITTEE



ISSUE DATE:		EFFECTIVE DATE:	
RESCINDS:	22 January 2021 version		
INDEX CATEGORY:	11 - Training		
CALEA:	Law Enforcement Standards in Chapter 33 and Training Academy Standards in Chapters 6 and 7		

I. PURPOSE

This directive describes the Department Training Oversight Committee and identifies its membership, duties and responsibilities

II. TRAINING OVERSIGHT COMMITTEE

A. The Training Oversight Committee will be composed of the following personnel:

1. Voting Members:

- a. Executive Director, Office of Constitutional Policing and Reform or designee
- b. Chief, Bureau of Patrol or designee
- c. Chief, Bureau of Detectives or designee
- d. Chief, Bureau of Counterterrorism or designee
- e. Chief, Bureau of Internal Affairs or designee

2. Advisory Members:

- a. Chief of Staff
- b. General Counsel to the Superintendent
- c. Commander, Office of Community Policing
- d. Commander, Strategic Initiatives Division
- e. Commander, Force Review Division
- f. Commander, Crisis Intervention Team
- g. Director, Research and Development Division
- h. Commander, Labor Relations Division
- i. Director, Communications Division
- j. Assistant Director, Risk Management Unit

3. The Deputy Chief, Training and Support Group, or his or her designee will serve as a reporting member.

B. The First Deputy Superintendent will act as the chairperson of the committee. The First Deputy Superintendent will have no vote unless the voting members are equally divided.

C. The Executive Director, Office of Constitutional Policing and Reform will act as the vice-chairperson of the committee.

NOTE: In the absence of the First Deputy Superintendent, the Executive Director, Office of Constitutional Policing and Reform will act as the chairperson without a vote unless the voting members are equally divided.

- D. All designees appearing on committee members behalf must be of exempt rank.
- E. Committee voting will be conducted only when a quorum of the membership is present. A voting quorum will consist of at least the chairperson or the vice-chairperson and three other exempt-rank voting members.

NOTE: In instances where a training issue requires an immediate decision due to its time-sensitive nature, the Executive Director, Office of Constitutional Policing and Reform will inform the Superintendent who will make an immediate decision outside of the normal Training Oversight Committee approval process.

- F. The committee chairperson or designee can invite non-committee members for presentations or other informational purposes.
- G. The committee chairperson will designate a Department member who will serve as the Committee Administrator. The Committee Administrator is responsible for coordinating and scheduling meetings, recording meeting minutes and decisions of the committee, creating and distributing agendas and minutes, and creating official committee reports on behalf of the Chairperson.
- H. The Training Oversight Committee will submit all approved recommendations to the Superintendent for review and implementation.
- I. The Training Oversight Committee will convene at least once a month.
- J. Reporting members will conduct a formal presentation regarding training updates, projects, action plans, findings, recommendations, needs, and strategies of the Training and Support Group for Department training.

NOTE: All formal proposals must be submitted in writing no later than seven calendar days prior to the scheduled committee meeting in order to be considered for a vote.

III. DUTIES AND RESPONSIBILITIES

- A. The Training Oversight Committee will continue to review and oversee the Department's training program. The Training Oversight Committee will focus on:
 - 1. approving short-term and long-term strategic plans and performance management metrics that measure the performance of the overall vision, mission, objectives, strategies, and action plans for Department training. These plans will be prepared and submitted under the direction of the Deputy Chief, Training and Support Group, and will include:
 - a. The Needs Assessment Report is 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, the collective bargaining units, the Deputy Inspector for Public Safety, and the Police Board.
 - b. The Training Plan is 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.

- c. The Annual Training Summary Report is an annual, written report which contains a description of each course, including a summary of the subject matter; states the duration, date, location, and number of persons by rank who completed the training; identifies whether the training was part of the recruit, in-service, or pre-service promotional training program; states whether the training was centralized or decentralized, and delivered in person or through eLearning; lists whether the training was mandatory, elective, or remedial; and documents the members who did not complete required training and any remedial training actions taken.
2. reviewing and approving recommendations in regard to the implementation of new training courses received outside of the Training Plan.
3. assessing the Training Plan to ensure:
 - a. consistency with the law, training, Department policy, best practices, and the consent decree;
 - b. identification of key training requirements;
 - c. appropriate prioritization of training implementation;
 - d. sufficient evaluation of training delivery is conducted by the Training and Support Group;
 - e. inclusion of a plan and schedule for delivering all CPD training as necessary to fulfill the requirements and goals of the consent decree;
 - f. identification of subject areas for CPD training;
 - g. determination of mandatory and elective courses, consistent with the consent decree, to be provided as part of the In-Service Training Program;
 - h. development of a plan to inform officers about the In-Service Training Program, its course offerings, and its requirements;
 - i. determination of which aspects of the In-Service Training Program can be delivered in a decentralized manner, including e-learning, and which training requires more intensive, centralized delivery, to ensure effective delivery and comprehension of the material;
 - j. any needed modification of the Field Training and Evaluation Program to fulfill the requirements and goals of the consent decree is addressed;
 - k. identification of the necessary training resources including, but not limited to, instructors, curricula, equipment, and training facilities;
 - l. determination of the content, consistent with this Agreement, to be provided as part of pre-service promotional training for Sergeants, Lieutenants, Captains, and command staff;
 - m. development of a plan to implement and utilize a centralized electronic system for scheduling and tracking all CPD training;
 - n. development of a plan to implement and utilize a system for assessing the content and delivery of all CPD training, including training provided by outside instructors or non-CPD entities; and
 - o. identification of community-based organizations that represent a broad cross section of the city to participate, as feasible, practical, and appropriate, in the development and delivery of the curriculum regarding subjects including, but not limited to, procedural justice, de-escalation, impartial policing, and community policing, and make efforts to encourage such participation by such organizations.

4. overseeing the Department's short-term and long-term training plans to ensure defined expected outcomes are achieved.
5. overseeing the Training and Support Group development and approval consistent of training curricula, lesson plans, and course materials that are:
 - a. consistent across subjects;
 - b. of sufficient quality to adequately communicate the intended subject matter to Department members; and
 - c. in accordance with the law, policy, best practices, and the consent decree.
6. ensuring training provided through the In-Service Training Program is:
 - a. developed by the Training and Support Group;
 - b. approved and reviewed by the Deputy Chief, Training and Support Group and the Training Oversight Committee before training is delivered; and
 - c. taught by instructors pursuant to the requirements of the consent decree.
7. overseeing the development and implementation of recruit, field, in-service, and pre-service promotional training curricula and lesson plans that comport with the Training Plan and that address the requirements and goals of the consent decree.
8. overseeing the integration of the concepts of procedural justice, deescalation, impartial policing, and community policing into the Department Training Plan and curriculum, including, but not limited to use of force, weapons training, and Fourth Amendment subjects, as appropriate.
9. overseeing the continued development and integration of instructional strategies that incorporate active learning methods such as problem-solving, scenario-based activities, and adult learning techniques-in addition to traditional lecture formats-into training delivery.
10. reviewing and approving In-Service Training Program courses provided through e-learning or other electronic means. The Training Oversight Committee will ensure these electronic courses meet the requirements of the Consent Decree, and the instructional objectives can be sufficiently achieved.

NOTE: Following the completion of any e-learning course provided as part of the In-Service Training Program, participants will be tested on their comprehension of the underlying subject matter.
11. selecting and approving specific courses as elective subjects through the In-Service Training Program. The selection and approval will be in accordance with the Training Plan. The Training Oversight Committee will solicit and consider officer requests and will rely on the Training and Support Group needs assessments when selecting and evaluating elective subjects.
12. overseeing a process that effectively incorporates material changes in relevant case law, statutes, and Department policy into recruit, field, in-service, and pre-service promotional training in a timely and effective manner.
13. reviewing annually the Field Training and Evaluation Program and recommend to the Superintendent the implementation of any necessary changes to policies or procedures related to the program by considering the following:
 - a. feedback and recommendations from Field Training Officers and Probationary Police Officers;
 - b. referrals and recommendations made by the Field Training and Evaluation Review Board to the Bureau of Patrol; and

- c. best practices.
 - 14. ensuring that compliance audits are regularly conducted by the Audit Division.
- B. The Deputy Chief, Training and Support Group will submit a report to the Chairperson of the Training Oversight Committee by the end of the first quarter regarding the previous year's training initiatives. The report will include:
 - 1. courses that were provided and the number of members that attended;
 - 2. synopsis of evaluations received; and
 - 3. any gaps identified in the training courses between the critical course objectives and the assessed knowledge, skills and abilities at the conclusion of the course.
- C. The Committee Administrator's duties will include:
 - 1. Every first Tuesday of the month, a reminder will be sent out to committee members of the upcoming scheduled meeting along with a request for all related agenda items and handouts.
 - 2. Every second Tuesday of the month, all related agenda items and handouts are due. Once received, the meeting agenda and related handouts will be promptly sent out to committee members.
 - 3. Every third Tuesday of the month, the Training Oversight Committee will conduct a meeting.
 - 4. Every fourth Tuesday of the month, the meeting minutes will be sent out to committee members.

Authenticated by KC

21-042 ASH

David O. Brown
Superintendent of Police