



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



260.02

## DEPARTMENT TRAINING

1-17-23

### PURPOSE

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the Department will use courses certified by the California Commission on Peace Officer Standards and Training (POST).

### POLICY

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

#### A. RESEARCH, TRAINING AND DEVELOPMENT DIVISION RESPONSIBILITIES

1. The objectives of the Training Program are to:
  - a. Enhance the level of law enforcement service to the public.
  - b. Increase the technical expertise and overall effectiveness of our personnel.
  - c. Provide for continued professional development of department personnel.
  - d. Ensure compliance with POST rules and regulations concerning law enforcement training.
2. A training plan will be developed and maintained by the In-Service Training Sergeant. It is the responsibility of the Training Sergeant to maintain, review, and update the training plan on an annual basis. The plan will address the following areas:
  - a. Departmental updates
  - b. Legal updates
  - c. Perishable skills
  - d. POST and Legislative updates

#### B. TRAINING ASSESSMENT

1. Training Division will conduct an annual training-needs assessment of the Department.
2. The needs assessment will be reviewed by the Captain of the Training, Research and Development Division. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

#### C. TRAINING COMMITTEE

1. The In-Service Training Sergeant shall establish a Training Committee, which will serve to assist with identifying training needs for the Department. The Training Committee shall be comprised of at least three members, with the In-Service Training Lieutenant acting as the chairperson. Members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The In-Service Training Sergeant may remove or replace members of the committee at his/her discretion, with the approval of the In-Service Training Lieutenant.
2. The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Committee should review include, but are not limited to:
  - a. Any incident involving the death or serious injury of an employee.



# SACRAMENTO POLICE DEPARTMENT

## GENERAL ORDERS



- b. Incidents involving a high risk of death, serious injury or civil liability.
  - c. Incidents identified by a supervisor as appropriate to review to identify possible training needs.
  - d. Incidents involving reportable uses of force for training and/or equipment needs.
3. The Training Committee should convene on a regular basis as determined by the In-Service Training Sergeant to review the identified incidents.
  4. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the In-Service Training Lieutenant. The recommendation should not identify specific facts of any incidents, such as identities of employees involved or the date, time and location of the incident, but should focus on the type of training being recommended.
  5. The In-Service Training Sergeant will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and available resources.

### D. TRAINER RESTRICTIONS (Government Code §7286)

1. Any officer that receives a sustained internal affairs complaint for excessive force will not be allowed to train any officer(s) for a period of three years from the date of the sustained complaint. This includes:
  - a. Field training
  - b. In-service training
  - c. Academy instruction or evaluation
  - d. Roll call presentations
2. Officers shall advise any supervisor that tasks them with a training assignment that they are not authorized to instruct, teach, or train in accordance with Government Code §7286. Failure to do so will be cause for discipline.
  - a. The officer is not obligated to go into detail about the prior incident or complaint as to why they cannot train other than to advise the supervisor that in accordance with applicable law they are not authorized to train at that time.
3. When an internal affairs complaint for excessive force is sustained by the Captain/Manager responsible for reviewing the investigation, the Internal Affairs Division shall inform the following:
  - a. The involved employee
  - b. The involved employee's captain
  - c. The Training Division Captain
4. Upon receiving notice from the Internal Affairs Division that an internal affairs complaint for excessive force has been sustained, the Training Division Captain or designee shall notify the involved employee in writing that they are prohibited from training for a period of three years. The employee shall be directed to sign the notice and provide a copy to the Internal Affairs Division to be included with the results of that investigation.

### E. TRAINING PROCEDURES

1. All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:
  - a. Court appearances
  - b. Vacation
  - c. Sick leave
  - d. Physical limitations preventing the employee's participation.
  - f. Emergency situations
2. When an employee is unable to attend mandatory training, that employee shall:
  - a. Notify his/her supervisor or the supervisor in charge of training as soon as possible but no later than one hour prior to the start of training.
  - b. Document his/her absence in a memorandum to his/her supervisor.



# SACRAMENTO POLICE DEPARTMENT

## GENERAL ORDERS



- c. Make arrangements through his/her supervisor and the In-Service Training Sergeant, or the Emergency Vehicle Operations Course (EVOC) Sergeant if applicable, to attend the required training on an alternate date.

### F. LESSON PLANS AND TRAINING DOCUMENTATION

1. All training shall be done from lesson plans reviewed and approved by the Lieutenant, Training, Research and Development Division or the Deputy Chief of the office concerned. A copy of the approved lesson plan shall be routed to the Captain, Training, Research and Development Division.
2. The Training Division shall:
  - a. Compile a monthly and annual summary of department training activities.
  - b. Comply with all statistical reporting requirements as mandated by applicable law of policy.
  - c. Maintain a record of employees' training assignments.
3. Lesson Plan and Documentation Procedures
  - a. Purchase of training materials may be authorized by the Captain, Personnel Services Division. Instructors may consult the In-Service Training Sergeant, Training Section, regarding the purchase of training materials.
  - b. Ninety days prior to instruction, the assigned instructor shall submit a lesson plan to the Lieutenant, Training Section, if circumstances allow. The lesson plan shall include a course outline, including:
    - (1) The course description.
    - (2) Estimated length of course (hours).
    - (3) The date(s), place(s), and time(s) of instruction.
    - (4) Training aids.
    - (5) Teaching methodology (e.g., lecture, role playing, simulation, etc.).
    - (6) An hourly distribution of topics.
    - (7) A POST resume for the instructor.
    - (8) A POST three-point outline (examples available from CPT coordinator).
  - c. The Training Section shall assign a course control number to the lesson plan.
    - (1) The original lesson plan shall be retained by the Training Section.
    - (2) A copy shall be returned to the division commander responsible for conducting the course.
  - d. Lesson Plan Numbering System
    - (1) The following codes shall identify which office has responsibility for a particular lesson plan:
      - (a) OTS - Office of Technical Services
      - (b) OOC - Office of the Chief
      - (c) OOO - Office of Operations
      - (d) OOI - Office of Investigations
    - (2) Example: 05-OTS-LP-2
      - (a) 05 - Year issued
      - (b) OTS - Office of Technical Services
      - (c) LP - Lesson Plan
      - (d) 2- Second approved Lesson Plan
4. Completion Documents
  - a. At the completion of the course or exercise, the instructor shall submit a copy of the SPD 139 (Course Completion Form) to the In-Service Training Unit for inclusion in the employee's training record.
  - b. An SPD 072 (Training Evaluation Form) shall be completed by the trainee and routed to the In-Service Training Unit.
  - c. Copies of training evaluation forms shall be made available to instructors.



# SACRAMENTO POLICE DEPARTMENT

## GENERAL ORDERS



### G. TRAINING SAFETY

1. Course outlines for department training which require psychomotor skills shall include safety protocols. Each outline approved by the Training, Research and Development Division shall include:
  - a. An instructor to student ratio based on intensity or pace of instruction.
    - (1) Student familiarity with equipment/procedure.
    - (2) Site characteristics.
    - (3) Injury potential.
    - (4) "Active" vs. "passive" student participation.
  - b. The location of emergency communication equipment.
  - c. A "Stop Action" procedure.
    - (1) When any activity appears to be unsafe or may become unsafe, a "Stop Action" shall be initiated. The "Stop Action" signal shall be identified in the course outline and discussed so that each student and instructor is familiar with the protocol (i.e. whistle, etc.).
  - d. Specific site procedures, such as:
    - (1) Perimeter containment.
    - (2) Designated "Safe" area.
    - (3) Hazards peculiar to the site.
  - e. Specific task rules, such as:
    - (1) Instructor, safety officer and student safety equipment, and clothing and footwear requirements.
    - (2) Behavior expectations.
    - (3) Specific prohibitions.
    - (4) Procedures for handling unusual occurrences (i.e. duds, misfires, etc.).
    - (5) Distance limitations or standards.
    - (6) Student conditioning guidelines and performance expectations.
2. Course Specific Safety Guidelines
  - a. Specific safety policies for individual subject areas shall be addressed in the following separate areas of training:
    - (1) Firearms training
    - (2) Defensive tactics
    - (3) Driver training
    - (4) Physical conditioning/qualification testing
    - (5) Scenario training and event simulations
    - (6) Tactical operations
    - (7) Forensic science and crime scene investigations
    - (8) Chemical agents
    - (9) Crowd and riot control
    - (10) Motorcycle training
    - (11) Canine training
    - (12) Explosive Ordinance Disposal (EOD)/Arson
    - (13) Off road vehicle operations
    - (14) Bicycle enforcement
    - (15) Aviation operations
    - (16) Marine operations
    - (17) Other psychomotor skill training as directed by the Chief of Police.



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## H. ADVANCED MANAGEMENT TRAINING

1. Qualified supervisors are provided the opportunity to attend advanced management training courses.
  - a. Applications for advanced management training courses shall be completed and submitted through the chain of command to the Chief of Police, unless otherwise indicated.
  - b. The applicant's immediate supervisor shall attach written comments to the application indicating his/her recommendation.
  - c. Upon approval of the applicant, the Chief of Police, or designee, shall forward approved applications to the Captain of the Training, Research and Development Division.
  - d. After the approval process is complete, the Training Captain shall log the application and notify the selected candidate(s) that their application has been approved by the Department and has been forwarded to the requested training course coordinator.

## 2. MANAGEMENT COURSES AND PROCEDURES

- a. Applications for the Sherman Block Supervisory Leadership Institute (SLI) shall be accepted from sworn supervisors who hold the rank of Sergeant.
- b. Upon completion of POST Supervisor's School, every sergeant shall:
  - (1) Obtain and complete an application for SLI from POST  
<http://www.post.ca.gov/TRAIN/sli.htm>
  - (2) Submit the completed application through their chain of command to the Chief of Police. Sergeants who do not desire to attend SLI after completing POST Supervisor's School shall submit a memorandum to their Office Chief through the chain of command.
- c. Post Command College
  - (1) Applications for the POST Command College shall be accepted from sworn supervisors holding the rank of lieutenant and above.
  - (2) Supervisors applying for the POST Command College shall obtain an application from POST <http://www.commandcollege.com> and submit the completed application through their chain of command to the Chief of Police.
  - (3) Upon request, the Training Division shall provide names of Command College graduates to candidates so they may become familiar with the Command College Assessment Center process.
- d. Delinquency Control Institute
  - (1) Applications for the Delinquency Control Institute shall be accepted from:
    - (a) Lieutenants or above.
    - (b) Sergeants assigned to the Office of Investigations.
  - (2) Supervisors applying for the Delinquency Control Institute shall obtain an application from the University of Southern California ([www.usc.edu/schools/sppd/dci/index.html](http://www.usc.edu/schools/sppd/dci/index.html)) and forward the completed application through their chain of command to their Office Chief.
  - (3) The Office Chief or a designee shall forward approved applications to the Captain of the Training, Research and Development Division.
- e. FBI National Academy
  - (1) Applications for the FBI National Academy shall be accepted from sworn supervisors who hold the rank of lieutenant or above and sergeants who have successfully completed the Sherman Block Supervisory Leadership Institute.