

## City of Johns Creek Police Department

<i>Subject:</i> Training Attendance and Training Records		<i>Number:</i> 03-04	
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### **PURPOSE:**

Mere access to training alone is insufficient; training must be utilized. No training program can be successful without the support of the Department and the participation of its employees. The following procedures establish guidelines for training attendance and the maintenance of training records.

### **POLICY: (03-04)**

Attendance at assigned or approved training sessions shall be considered a scheduled duty assignment, and employees shall attend classes or sessions as scheduled. Accurate and appropriate records shall be kept certifying attendance, course completion and diplomas awarded.

### **PROCEDURES:**

#### **Scheduling of Training (03-04-01)**

Scheduling and notification of training shall be handled on a regular and predictable basis which allows instructors and students time to plan and prepare properly.

#### **Notification of Training (03-04-02)**

Notification of classes shall be in writing and forwarded in the following manner:

- A. All notification memoranda shall originate from the Training Coordinator.
- B. The original is to be forwarded to each student and a copy will be sent to each employee's immediate supervisor.

#### **Attendance Records Policy (03-04-03)**

Employee attendance shall be documented and maintained by the Training Coordinator in order to track training received by the employee (not for payroll records). Rosters reflecting the course subject, instructor, date of training and the individual signature of the employee(s) attending shall be kept by the course instructor for the course period, and permanently maintained by the Training Coordinator for all in-house training. Absences of any employee shall be noted.

If an employee attends training on his/her scheduled work day he/she will receive credit for the hours the employee would have worked on their scheduled shift. If an employee attends training on his/her off day the employee will receive credit for each hour he/she was in training, not including drive time.

### **Absences from Training (03-04-04)**

Employees may be excused from scheduled training for such events as court appearances. Employees will be required to make up time missed as a result of unexcused absences. In the event an employee cannot attend a training course. The Officer must notify the Training Coordinator and their immediate supervisor in writing no later than ten (10) days prior to the start of class. They should advise the reason he/she cannot attend the training. Last minute cancellations should only occur in extreme cases, as substitutes are often difficult to facilitate at the last minute.

### **Student Reimbursement (03-04-05)**

Any employee approved to attend training within a reasonable distance (i.e., local metro-area academies); will be allowed to use their assigned city vehicle for transportation to the location. Students will arrange for and provide their own meals when attending these locations, unless meals are provided by the sponsoring academy.

If the training location exceeds a 50 mile radius from police headquarters, the employee will be authorized and allowed one round trip travel to the location. If the employee chooses to drive back and forth from the training location, the employee will be responsible for the travel expenses and a city vehicle will not be authorized. Travel to out of state academies, schools, or other facilities requiring extended travel and/or lodging and meals must be pre-approved through the Chief's office. Students attending these locations will be provided monies for transportation, lodging, meals (Per Diem), books, tuition and other necessary expenses. Per diem is calculated using [www.gsa.gov](http://www.gsa.gov).

### **Documentation of Participation (03-04-06)**

On the first working day after the employee returns from training, he/she shall provide the training coordinator with a copy of any certificate received. Furthermore, the employee shall report failure of any class to the Training Coordinator and the officer's immediate supervisor, in writing. This shall be done on the first working day after the officer returns from the training. The Training Coordinator shall be responsible for:

- A. Placing documentation of training successfully completed in each employee's file.
- B. Placing a letter in the employee's file in the event an employee fails to successfully complete a training course. This letter shall remain in the file until such time as the course is successfully completed.
- C. Notifying the employee's supervisor, in writing, if the employee did not successfully complete the training.
- D. Notifying the employee and their supervisor in writing the reasons a class is denied, if applicable.

### **Training Records (03-04-07)**

A. Agency training records shall be maintained which document:

1. Scheduling and notification
2. Attendance
3. Job relatedness
4. Course content and performance objectives
5. Test scores (include copy of test instrument)
6. Instructor roster/qualifications
7. Any certificates/diplomas received
8. Lesson Plans

The Training Coordinator shall maintain these records for all classes initiated by the Department. Employees are responsible for providing a copy of the completed class certificate to the training coordinator and records division; for inclusion in their agency personnel file.

### **Lesson Plan Requirements (03-04-08)**

All instructors conducting formal classroom instruction or training must have completed an Instructor's Techniques Course conducted by a State accredited institution and shall be certified as an instructor by **GPOSTC**. If an instructor is not certified by GPOSTC, but is a subject matter expert in a particular topic or field of expertise he/she can be approved to instruct based on the needs of the department. Course work should have consisted of classroom techniques, lesson plan development, performance objective development, instructional techniques, test and evaluation techniques and resource availability and utilization.

Development of lesson plans ensure the subject covered is addressed accurately and completely and is properly sequenced with other training materials. Lesson plans establish the purpose of the training or instruction, set performance objectives, must relate the training to particular tasks or assignments, and identify the matter that should be taught.

All instructors conducting formal classroom training or instruction, including adjunct or visiting instructors, shall develop lesson plans which include performance and job related objectives. Any training and subsequent testing conducted by the Department shall be from a properly prepared lesson plan or approved training aid that should include the below objectives. Lesson plans must meet **GPOSTC** standards and shall be submitted to the Training Coordinator for review and approval by the Chief of Police before being utilized in any Departmental training session, this approval will also be documented. The Training Coordinator will maintain a comprehensive list of approved lessons plans or training aids which are utilized by the department.

This lesson plan should include references, teaching techniques (lecture, group discussion panel, seminars, and debate), relationships to job tasks, responsibilities of the participants for the material taught, and plans for evaluation of the participants. The instructional techniques that should be incorporated are conferences (debate, discussions groups, panels, and seminars); field experiences (field trips, interviews, operational experiences, and operational observations); presentations (lecture, lecture-discussion, lecture-demonstration); problem investigations (committee inquiry); and simulations (case study, games, and role-play).

The format for lesson plans should consist of the following:

- |                                    |                                  |
|------------------------------------|----------------------------------|
| A. Course Title;                   | G. Training Aids, Handouts,      |
| B. Lesson Purpose;                 | Overheads and Tests;             |
| C. Student Performance Objectives; | H. Materials Required;           |
| D. Hours;                          | I. References;                   |
| E. Instructional Method;           | J. Date Prepared and/or Revised; |
| F. Classroom Type;                 | K. Prepared by; and              |
|                                    | L. Approved by.                  |

### **Records Retention (03-04-09)**

Records documenting attendance and course content (lesson plans) for training will be retained for a period of seven (7) years, as required by the Georgia Records Retention Schedule.