

Training Policy

203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted, and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

203.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local, and the Ohio Peace Officer Training Academy training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

203.3 OBJECTIVES

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 department members.
- (c) Provide for continued professional development of department members.
- (d) Assist in compliance with statutory requirements.

203.4 TRAINING COORDINATOR

- (a) The Training Coordinator of the Department shall be assigned by the Chief of Police. The Training Coordinator shall ensure that all police employees maintain all current certifications and receive all applicable in-service training mandated by the Ohio Law Enforcement Training Board.
- (b) The Training Coordinator shall make recommendations and suggestions concerning Department training on a monthly basis to the Chief of Police, or designee.
- (c) The Training Coordinator shall be responsible for coordinating, implementing, establishing criteria, arranging guest instructors (if needed), for all training sessions approved.
- (d) The Training Coordinator shall be responsible for the application/registration/enrollment, provide information for issuance of purchase order(s), arrange travel/transportation, maintain copies of arrangements and confirmations, and return of approved request to the employee.
- (e) When training requires travel expenditures, the Training Coordinator shall refer the attendee to the office of the Chief of Police. The employee may be issued Department credit cards for expenditures, or may be reimbursed through the Clerk-Treasurer office under the following guidelines:
 - 1. Meals per diem at the current per day rate, not to include non-food items (i.e. alcohol, tip, tobacco) and may be modified for high cost areas.

Lorain Police Department

Policy Manual

Training Policy

2. Any fees, books, or materials needed and approved shall be reimbursed.
 3. It shall be the employee's responsibility to maintain and produce receipts for any cost incurred, or it will not be paid.
 4. Training Coordinator shall return all disapproved requests for training to the employee's Division Commander, stating the reason training was denied.
- (f) Training Coordinator has the responsibility for the maintenance and security of agency training records. The Training Coordinator may release information from training records only to the employee, or as required for State of Ohio certifications, training certifications, training enrollments, or Ohio Law Enforcement Training Board, or Court Order. The Chief of Police, or designee shall be the only person authorized to release records outside the agency.

203.5 TRAINING PLAN

It is the responsibility of the Training Coordinator to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and Department required training is completed by all employees. The plan shall include a systematic and detailed method for recording and logging of all training for all personnel. While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Coordinator shall review the entire training plan on an annual basis. The plan will include information on curriculum, training material, training facilities, course and student scheduling. The plan will address the state-required minimum mandated training of sworn officers or hiring of civilian employees.

Training listed may be provided in basic training programs. The Training Coordinator is responsible for ensuring members of the Department have been trained as required.

203.5.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations. Additional required training may be identified in individual policies.

- (a) Federally mandated training:
 1. National Incident Management System (NIMS) training
- (b) State-mandated training:
 1. Peace officer basic training program pursuant to OAC § 109:2-1-13 and OAC § 109:2-1-16, including training in:
 - (a) Handling of missing children, missing persons, and child abuse and neglect cases (ORC § 109.741).
 - (b) Crisis intervention (ORC § 109.742).
 - (c) Domestic violence-related cases and incidents (ORC § 109.744).
 2. Continuing professional training, as directed by the Ohio Peace Officer Training Commission (ORC § 109.803).
 3. Annual firearms requalification (ORC § 109.801).

Lorain Police Department

Policy Manual

Training Policy

4. Members who serve as school resource officers shall receive training for school resource officers as required by OAC § 3301-35-15 and in collaboration with the appropriate school district (OAC § 3301-35-15).
 - (a) Training shall include professional development for the implementation of positive behavior intervention, and crisis management and de-escalation techniques (OAC § 3301-35-15).

203.6 TRAINING ATTENDANCE

- (a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to:
 1. Court appearances.
 2. Previously approved vacation or time off.
 3. Illness or medical leave.
 4. Physical limitations preventing the member's participation.
 5. Emergency situations or department necessity.
- (b) Any member who is unable to attend training as scheduled shall notify the member's supervisor as soon as practicable but no later than one hour prior to the start of training and shall:
 1. Document the member's absence utilizing the assigned training absence request form, and submitting to the member's supervisor.
 2. Make arrangements through the member's supervisor or the Training Coordinator to attend the required training on an alternate date.

203.7 OVERNIGHT TRAVEL

In the event a training class requires the student to leave the City of Lorain a travel packet must be completed / approved and the following rules shall apply;

- (a) One day classes to OPOTA London Campus or closer will not be afforded overnight accommodations, students will be compensated via training comp time for any hours beyond scheduled duty hours.
- (b) Should drive time to and from the first day of a multi-day class, plus the class itself, equal 12.5 hours or less overnight accommodations will be provided for the night after class.
- (c) Should drive time to a one day class, and the class itself equal 12.5 hours or more, overnight accommodations will be made for the evening prior to class.
- (d) Should the student be sent to a class that spans multiple weeks accommodations and Per Diem will be provided for the weekend, should the student elect to drive home, or elsewhere during the weekend the student will bear all costs during this timeframe (fuel, tolls, parking, etc...).

Lorain Police Department

Policy Manual

Training Policy

- (e) All accommodations will be booked as double occupancy (except K9 officer w/ K9) and at the government rate whenever possible.
- (f) In the event a class is hosted at a hotel venue every effort will be made to book accommodations in the same venue unless cost prohibitive.
- (g) Per Diem will be paid at the recommended government rate at the time the travel packet is approved.
- (h) Should the hotel or class provide meals, these will be deducted from the student's Per Diem at the government recommended rate.
- (i) Should the student pay out of pocket for reimbursable expenses, they shall submit the original receipts to the payroll secretary no later than the day after the student's return from class so they can be processed for reimbursement.
- (j) If the student elects to forgo booked accommodations for the first or last day, the student must inform the payroll secretary and training coordinator a minimum of two business days prior so that the room can be canceled. Should the student fail to do so, and the city be charged for the unused accommodation & the student(s) will bear the expense. Last minute emergency situations shall be exempt from reimbursement at the student's division commander's discretion.
- (k) Requests for classes requiring overnight accommodations shall be made by the student's Division Commander no later than 60 days before class to ensure travel arrangements, and processing can be completed.
- (l) Requests to deviate from the above shall be forwarded by the student's Division Commander no later than 45 days prior to class, and will be addressed on a case by case basis.

203.8 IN-SERVICE

- (a) In-service training is provided to all sworn personnel annually and includes refresher or advanced training, in the following areas.
 - 1. Firearms
 - 2. Baton
 - 3. Taser
 - 4. OC
 - 5. Defensive Tactics
 - 6. Use of Force Policy
 - 7. Vehicular Pursuit Policy
 - 8. Department Vehicle Operations Policy
 - 9. Legal Updates
 - 10. Extraordinary Deployment

Training Policy

- (b) The purpose of the in-service training is to keep personnel up to date with new laws, technological improvements and revision in policy, procedures, rules and regulations.

203.8.1 IN-SERVICE FOR CIVILIANS

Courses designed specifically for civilians will be conducted as needed. The courses will be designed to review and update current duties and skills as well as train and inform new responsibilities.

Specific technical training is available upon request or if deficiencies are noted.

203.9 REMEDIAL TRAINING

- (a) Remedial training is individualized instruction used for specific deficiencies in performance. Generally, the need for remedial training is recognized by an instructor during training, evaluation during routine job performance, or during inspections.
- (b) Training and proficiency that are mandated by State Law or Department directives will require remedial training if failed. Any aspect of law enforcement that incurs liability because of a lack of proper training will require remedial training if failed by the employee.
- (c) Remedial training will be made available by the Office Of Professional Standards as the need arises. Completion of the training will be accomplished as soon as possible after the deficiency is observed. Sworn Officers who are absent from patrol duty for a period exceeding one year, will complete a remedial training program before resuming full patrol duty.

203.10 TRAINING UPON PROMOTION

As personnel are promoted, the skills necessary to perform at a given level may change to require supervisory, management, and administrative skills. The Department will provide outside training for newly promoted personnel at the earliest possible date following the promotion. Newly promoted personnel will complete the Supervisor Field Training Program. This instruction is on a tutorial basis during normal tours of duty, performing the normal activities required by the supervisory position.

203.10.1 POLICE OFFICER TO SERGEANT TRANSITION

If there is an anticipated sergeant vacancy, the police officer who will be promoted to sergeant will be re-assigned to the Uniform Road Patrol if that officer has not been actively assigned to a Uniform Road Patrol Team within one year.

- (a) If the police officer has been off of uniform road patrol for up to twenty four months, four months of road familiarization is recommended. In an attempt to make sure the police officer has a variety of calls for service to handle, the police officer should work at least one month on dayshift and one month on nightshift.
- (b) Any police officer with over two years plus off of road patrol is recommended to have six months to familiarize themselves with road patrol. In an attempt to make sure the police officer has a variety of calls for service to handle, the police officer should work at least two months on dayshift and two months on nightshift.

Lorain Police Department

Policy Manual

Training Policy

These transition training timeframes can be amended based on the police officer's ability to adapt, grasp and learn the road patrol function. Meetings should be held with the Operations Commander, Watch Commander, police officer, and FTO if needed to determine the police officer's progress.

[Work group memo for officer to sergeant transition](#)

203.11 BASIC TRAINING BY OUTSIDE ACADEMIES

- (a) Basic police training in the State of Ohio has been standardized by the formulation of the Ohio Peace Officer's Training Council (OPOTC), as authorized by Section 109.79 of the Ohio Revised Code (ORC).
- (b) The Department Training Coordinator will be familiar with the academy's training regimen, as well as its rules and regulations.
- (c) The Department is obligated to pay tuition and provide uniforms and equipment as required.
- (d) The Lorain Police Department is liable for any medical, or life insurance for its employees enrolled in the academy.

BASIC PEACE OFFICER TRAINING

- (a) All newly sworn probationary officers (PO) will successfully complete basic Peace Officer training in accordance with the O.R.C. and the rules and regulations of OPOTC.
- (b) This will be accomplished prior to any routine assignment in any capacity in which the officer is allowed to carry a firearm or is in a position to make an arrest, except as part of a formal field training program.
- (c) The Department Training Coordinator will maintain a liaison with academy personnel concerning the progress of the PO(s).

203.12 QUALIFIED INSTRUCTORS

All training conducted by Department personnel will be done by officers who hold a certification (or have received structured training or is thoroughly knowledgeable, and possess the ability to instruct) in the course content or material being taught or disseminated.

203.13 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are a web-accessed system that provides training on the Lorain Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Policy Supervisor.

Members assigned to participate in DTBs shall only use the login credentials assigned to them by the Policy Supervisor. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Training Policy

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shifts or as otherwise directed by their supervisor. Members should not allow uncompleted DTBs to build up over time, and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any internet-enabled computer, members shall only take DTBs as part of their on-duty assignments, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

203.14 TRAINING RECORDS

The Training Coordinator is responsible for the creation, filing, and storage of all training records. Training records shall be retained in accordance with the established records retention schedule.

203.15 TRAINING COORDINATOR

The Chief of Police shall designate a Training Coordinator who is responsible for developing, reviewing, updating, and maintaining the department training plan so that required training is completed. The Training Coordinator should review the training plan annually.

203.16 TRAINING COMMITTEE

The Training Coordinator may establish a Training Committee, on a temporary or as-needed basis, which will assist with identifying training needs.

The Training Committee should be comprised of at least three members, with the senior ranking member of the committee acting as the chairperson. Committee members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Coordinator may remove or replace members of the committee at the Training Coordinator's discretion.

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 an incident. Specific incidents the Training Committee should review include but are not limited to:

- (a) Any incident involving the death or serious injury of a member.
- (b) Incidents involving a high risk of death, serious injury, or civil liability.
- (c) Incidents identified by the Department to determine possible training needs.

The Training Committee should convene on a regular basis, as determined by the Training Coordinator, to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Coordinator. The recommendation should not identify specific facts of any incidents, such as identities of members involved or the date, time, and location of the incident, but should focus on the type of training being recommended.

Lorain Police Department

Policy Manual

Training Policy

The Training Coordinator will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and the available resources. Training recommendations as determined by the Training Coordinator shall be submitted to the command staff for review.

Attachments

MEMORANDUM - WORK GROUP - POLICE OFFICER TO SERGEANT TRANSITION - ADOPTION 1-4-21.pdf



LORAIN POLICE DEPARTMENT

Chief of Police

MEMORANDUM

Date: 1/4/2021

To: ALL Sworn Personnel

From: Jim McCann
Chief of Police

A handwritten signature in blue ink that reads "James P. McCann".

Subj: WORK GROUP – POLICE OFFICER TO POLICE SERGEANT TRANSITION

1. On December 10, 2020, I empaneled a Work Group to review how we as a department transition Police Officers to Police Sergeants. That Work Group, chaired by Sgt. Zapolski, met and made several recommendations on the successful transition from Police Officer to Police Sergeant. I concur with those recommendations and hereby adopt them as policy.
2. I have attached the Work Group's memorandum.

#



LORAIN POLICE DEPARTMENT

Chief of Police

MEMORANDUM

Date: 12/10/2020

To: Sgt. Zapolski - Chair
Sgt. Morris - Vice Chair
Sgt. Iannantuono
Sgt. Angello
Sgt. Orellano
Officer Vrooman

From: Jim McCann
Chief of Police

Subj: WORK GROUP – POLICE OFFICER TO POLICE SERGEANT TRANSITION

1. As you all know, every police officer that is promoted to sergeant will be re-assigned to the Uniform Road Patrol for at least one year. This practice will ensure the newly promoted sergeant gains first line supervisory experience in managing police officers, learns how to make timely critical decisions and gets experience dealing with the public in the capacity of a supervisor. This philosophy was put into place on December 2, 2019 when I became Chief of Police.
2. It is the opinion of the Command Staff, that if there is an anticipated sergeant vacancy, the police officer who will be promoted to sergeant will be re-assigned to the Uniform Road Patrol if that officer has not been actively assigned to a Uniform Road Patrol Team within 1 year. This reassignment should be no less than six months prior to the anticipated vacancy if that vacancy can reasonably be established. The Command Staff believe this will enhance the chances of a successful transition from police officer to sergeant.
3. Your task is to conduct a round table discussion as soon as practical but no later than December 21, 2020 and provide me feedback with recommendations in LPD memo format signed by the chair and vice chair. Several of you on this round table have specific experience in this matter because you were directly affected by your promotion and previous assignment.

#



LORAIN POLICE DEPARTMENT

Patrol Operations Division

MEMORANDUM

Date: 12/18/2020

To: Jim McCann
Chief of Police

From: Kenneth Zapolski
Sergeant

Subj: WORK GROUP-POLICE OFFICER TO POLICE SERGEANT TRANSITION

1. You assigned a work group to conduct a discussion in regards to the promotion of Sergeants and making a successful transition from Police Officer to Sergeant. It is the majority opinion of the work group to reassign a police officer to uniform road patrol in anticipation of an upcoming promotion to Sergeant.
2. The police officer should work uniform road patrol for three to six months to familiarize themselves and gain experience with the road patrol function. The three to six month recommendation is based on the time the individual officer has been off of uniform road patrol. The police officer should be assigned to an FTO if needed after consultation with the Operations Commander and the Watch Commander.
3. If the police officer has been off of uniform road patrol from 0-24 months, at least 4 months of road familiarization is needed. In an attempt to make sure the police officer has a variety of calls for service to handle, the police officer should work at least one month on dayshift and one month on nightshift. After those two months are complete, the police officer can transition to Sergeant training with a road Sergeant. The time frame can be amended based on the ability of the police officer and prior performance on road patrol.
4. Any police officer with over two years plus off of road patrol should have six months to familiarize themselves with road patrol. Once again, to ensure a variety of calls, two months should be spent on dayshift and two months on nightshift. The last two months can consist of Sergeant training with a road patrol Sergeant.
5. The recommendations in points 3 and 4 can be amended based on the police officer's ability to adapt, grasp and learn the road patrol function. Meetings should be held with the Operations Commander, Watch Commander, police officer, and FTO if needed to determine the police officer's progress.
6. These changes are needed due to many changes in uniform road patrol over the years. If implemented, it is believed it will greatly enhance the successful transition from police officer to Sergeant.

#