

GENERAL ORDER



DISTRICT OF COLUMBIA

Title
**Scheduling and Attendance of
In-Service Training**

Topic/Number
GO-PER-201.30

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Distribution
B

Related to:
**GO-404.6 (In-Service Roll Call Training)
SO-83-46 (Annual Employee Development Plan)**

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I. Background

The profession of policing is ever changing. These changes are reflected in new laws, court decisions, and policies; implementation of new programs and technologies; and adaptation to social changes. In-service training is the means by which employees, sworn and civilian, are provided new information and skills, and existing knowledge is reinforced.

II. Purpose

To establish a process of scheduling training and responsibilities to ensure that members of the Department are attending and receiving necessary training.

III. Policy

The policy of the Metropolitan Police Department (MPD) is to ensure that every employee receives the necessary training to perform his/her job. It is also recognized that training should occur throughout an employee's career, and that all sworn personnel receive annual re-training, which includes legal updates. (CALEA 33.5.1)

The demands for training will be balanced against operational needs. Department-wide training will be organized and conducted in ways that ensure that required assignments and posts are manned every day.

Members shall be required to attend a mandatory yearly training, forty (40) hour for sworn personnel and sixteen (16) hours of training for civilian personnel.

IV. Definitions

- A. Executive Committee for In-Service Training – consists of the Executive Assistant Chief (Chair), Assistant Chiefs, and Senior Executive Directors. The Director of Training, Maurice T. Turner, Jr. Institute of Police Science shall provide administrative staff for the committee. (CALEA 33.1.1 a)
- B. In-service training – organized block of instruction provided to an employee of the Department after he/she has been hired or completed recruit training. In-service training can be conducted in a workshop, classroom, roll call, computer based, off-site conference, or on-the-job.
- C. In-service matrix-detailed scheduled outline of training proposed.

V. Regulation

All in-service training shall be approved, coordinated and scheduled by the Director of Training, Maurice T. Turner, Jr. Institute of Police Science.

VI. Procedural Guidelines

- A. Requests for scheduling and approval of in-service training courses:
 - 1. Unit Commanders, through their Assistant Chief or Senior Executive Director, and the Training Task Force, through the Director of Training, may request the scheduling and approval of an in-service course. Requests shall be made using the form, "In-Service Training Request" sent to the Director of Training, Maurice T. Turner, Jr. Institute of Police Science. Any official, through their Unit Commander, also may request/suggest training.
 - 2. The requestor shall specify:
 - a. The purpose and expected outcome of the course,
 - b. Requested training dates,
 - c. Target population (i.e., all sworn, specific ranks, or assignments),
 - d. Total population to be trained,
 - e. Duration of the class (i.e., one-day class, two-day class, hours, etc.),
 - f. How many classes are required to reach the entire population,

- g. Training resources required, such as the number of trainers and whether the trainers are to be Institute trainers, other MPD personnel, or contractors.
- B. In-service training requests must be made at least 90 days prior to the desired training start date. The Chief of Police or his designee holds the authority to waive the 90-day rule in exceptional cases.
 - C. The Director of Training, Maurice T. Turner, Jr. Institute of Police Science shall:
 1. Receive all requests for in-service training.
 2. Present to the Executive Committee for In-Service Training a matrix of all in-service training requests. This matrix shall be prepared at least sixty (60) days prior to the scheduled training.
 3. Prepare a training calendar of the approved in-service training courses. The calendar shall identify the course, its purpose and location of the training, the targeted participants, the number of participants per class per day, and the hours of the course. The training calendar shall be provided to all Unit Commanders at least thirty (30) days prior to beginning of training.
 4. Act on in-service training requests as follows:
 - a. Develop roll call training matrix and topics for training.
 - b. Review all requests for in-service training and prepare a matrix showing the requested class, dates, and class size. The Director will also comment on whether the requested class can be incorporated into other planned training or can be delivered in a manner other than a classroom setting.
 - c. Determine if the request can be accommodated by not exceeding the maximum number of members allowed in training on any given day.
 - d. Schedule the in-service training if there is no conflict in timing, priority, and availability of facilities/resources.
 - e. If a conflict cannot be resolved, immediately bring it to the attention of the Executive Committee.

- f. Request that the Executive Committee meet to review the in-service matrix on a quarterly basis.
 - g. Notify the requesting unit of the action taken by the Executive Committee, i.e., whether the in-service class was scheduled as requested, denied, or deferred.
 - h. Submit the request to the Executive Assistant Chief as a case-by-case exception to the 90-day advance period.
5. Develop a training calendar:
 - a. Reflecting mandatory and optional in-service classes, dates and hours, target population, and the number of employees to be sent by each element.
 - b. Provide the training calendar to Unit Commanders/Directors through the appropriate Assistant Chief and Senior Executive Director at least 30 days prior to the start of the first training class.
 - c. When an in-service training class is added as an exception to the training matrix, the Director of Training, Maurice T. Turner, Jr. Institute of Police Science shall forward a supplement of the training calendar to all units.
6. Prepare a three (3) year in-service training plan and present it to the Executive Committee for review and approval.
7. Prepare an annual report for the Training and Standards Board by the end of the last quarter of the fiscal year that discusses the results of the current fiscal year's in-service training and the in-service plan for the next fiscal year.
8. Notify the appropriate Assistant Chief, Senior Executive Director or Unit Commander of the need for more personnel when a list has been submitted for training and the number of members attending is insufficient.
9. Ensure that attendance is documented, based on the roster submitted by Unit Commanders/Directors. (CALEA 33.1.7,b)
10. Notify the appropriate Assistant Chief, Senior Executive Director or Unit Commander of any member misconduct during training or who fails to comply with this order.

11. Notify the employee's Unit Commander of an unexcused absence. (CALEA 33.1.2)
 12. Upon an employee reporting sick or requesting emergency leave, shall determine whether the employee should be rescheduled for the training or continue in the training cycle.
 13. Maintain a record of all training participated in by an employee, and ensure that training records are updated following an employee's participation in training. (CALEA 33.1.6)
- D. The Executive Committee for In-Service Training shall: (CALEA 33.1.1.a,d,e)
1. Schedule a quarterly meeting to determine which in-service training courses should be scheduled and how the training should be delivered, whether by classroom, roll call, computer-based or on-the-job training. Their recommendation should balance training needs with operational needs. (CALEA 33.1.1.a,d)
 2. Review the In-Service Training Matrix and In-Service Training Request forms.
 3. Make recommendations to the Chief of Police on what in-service training courses should be scheduled and how the training should be delivered (CALEA 33.1.1 e)
- E. Unit Commanders/Directors shall: (CALEA 33.1.2)
1. Upon receipt of the training calendar, schedule employees for training. Only appropriate employees will be scheduled for training classes; for example, a patrol officer will not be scheduled to take a class for detectives. (CALEA 33.1.2)
 2. Forward, at least fourteen days in advance, a participant list by name, rank, and unit, for each class, to the Director of Training, Maurice T. Turner, Jr. Institute of Police Science. This same list will be posted in the roll call room and employees shall be notified of their scheduled training date(s). (CALEA 33.1.2)
 3. Employees scheduled to participate in in-service training can only be changed by the Unit Commander/Director. Substitute employees shall be given a one-week notice, any emergency substitute (with less than a weeks notice) shall be approved by the Director of Training. (CALEA 33.1.2)

4. Notify the Director of Training of approved absences from training, giving name, rank, unit, reason for absence, and rescheduled training date. (CALEA 33.1.2)
 5. Investigate and report through their chain of command the reason for any unexcused absence and any appropriate action being taken. (CALEA 33.1.2)
 6. Attendance at roll call and on-the-job training shall be taken and provided to the Institute. (CALEA 33.1.2)
 7. Ensure that training records submitted by employees for courses taken at other agencies or organizations other than MPD are forwarded to IPS for inclusion into employees record.
- F. Employees scheduled to attend in-service training shall:
1. Bring any conflicts, (i.e. scheduled leave, court, etc.) to the attention of the training coordinator in order to be rescheduled.
 2. Report on time on their scheduled training day. (CALEA 26.1.1) (CALEA 33.1.2)
 3. Sworn members shall wear the uniform of the day in accordance with General Order 1101.1 (Personal Appearance, Uniform, and Equipment). Members are also required to have readily available their issued CDU equipment.
 4. Civilian personnel shall wear business attire.
 5. Members shall conduct themselves in a professional manner at all times.
 6. Contact their unit of assignment if taking a sick day or an emergency leave day during scheduled training. (CALEA 22.2.1,c,d) (CALEA 26.1.1) (CALEA 33.1.2)
 7. Forward any training records from non-department courses to appropriate Unit Commander/Director for inclusion into employees training record.

- G. The Training Coordinator in each unit shall obtain and maintain training records for employees who participate in roll call training and on-the-job training. Records will be forwarded to the Maurice T. Turner, Jr. Institute of Police Science. (CALEA 33.1.7,b)

// SIGNED //
Charles H. Ramsey
Chief of Police

CHR:NMJ:spc:eps