

UW Whitewater Police



Training Administration

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I. Purpose

To provide guidance on the administration of the training program.

II. Policy

UW-Whitewater Police Department (UWWPD) shall provide employees with training designed to meet law enforcement standards and community needs.

III. Procedure

- A. **Training Function Overview:** The training function of the Department shall include but is not limited to monitoring attendance at required training sessions; coordinating lesson plan development; scheduling personnel; planning, developing, implementing, and evaluating programs; coordinating remedial training; coordinating specialized, advanced, and in-service training; coordinating recruit training; and maintaining records. In general, the training function is the responsibility of the Training Lieutenant.
- B. **Submitting Training Requests:** Department personnel shall submit training requests via email to the Training Lieutenant.
 1. Lieutenant Responsibilities:
 - a. The Lieutenant will primarily manage registration and scheduling requirements necessitated because of training.
 - b. Additionally, the Lieutenant will ensure that all employees attend and successfully complete training programs to which they are assigned and that the proper completion certificate or notation is placed in the employee's training file.
 2. Employee Responsibilities:
 - a. Employees are expected to successfully meet any attendance and coursework requirements.
- C. Departmental personnel attending training will not wear apparel that is offensive in nature. Departmental personnel may be notified by the host training facility of apparel requirements and they must adhere to these requirements
- D. **Training Program Attendance:** Personnel are responsible for attending and participating in Department and other training as directed.
 1. Attendance at certain designated training functions may be mandatory.

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2. Attendance exceptions may be granted with an explanation deemed reasonable by the Training Lieutenant.
 3. Any mandatory training missed due to an excused or unexcused absence may be rescheduled at the discretion of the course instructor.
 4. A short absence may be waived based upon course content missed and the length of the absence.
 5. Any unexcused absence shall be investigated by the employee's supervisor. It shall be considered an unexcused absence if an employee fails to report for a training function without first notifying their supervisor.
- E. Remedial Training Guidelines:** Remedial training shall be directed at solving a particular problem, deficiency, or behavior.
1. Any recurring deficiency evidenced through performance evaluations, inspections, or disciplinary actions may be grounds for remedial training.
 2. The objectives of the remedial training shall be based on the specific deficiency and its nature. Remedial training may be formal or informal in design.
 - a. Formal remedial training shall be coordinated by the Training Lieutenant and the employee's supervisor to correct a performance deficiency in a subject area. All requests for formal remedial training shall be coordinated through the Training Lieutenant to ensure prompt completion and appropriate documentation. All formal remedial training records shall be maintained by the Training Lieutenant and documented in the employee's training file.
 - b. Informal remedial training may be conducted by the employee's supervisor or another Department employee to aid in correcting noncritical job deficiencies not affecting the safety of the public or the employee.
 3. Adequate time shall be allotted to complete remedial training and demonstrate improvement. Remedial training recommended for critical subject areas are mandatory and shall be given to the employee without delay. Remedial training in noncritical areas shall be scheduled as soon as practical and a timeline for completion shall be established, superseding all other regular requests for training.
 4. Participants of remedial training shall be evaluated upon completion of the assigned remedial training program to determine whether existing deficiencies have been alleviated. Results of the evaluation shall be forwarded to the appropriate supervisor.
- F. Employee Training Records**
1. The Training Lieutenant shall maintain a current record of training received by Department employees. The Training Lieutenant shall update the appropriate training records following the participation of an employee in a training program.
 2. Employee training records shall include the date of the training, the personnel attending the training, types of training or subject matter, and copies of certificates received, if any.
 3. Training records shall be treated the same as personnel records. Only those persons as authorized by law shall have access to the records.