

**TITLE: TRAINING PROGRAMS**

**CODIFIED:** 97.1  
**EFFECTIVE:** 07/23/04  
**RESCINDS/AMENDS:** SOP  
**PAGES:** 6

**PURPOSE**

The purpose of this directive is to establish the authority, duties and responsibilities for the development, promulgation, and coordination of all Department training programs.

**DISCUSSION**

The diverse and complex tasks and responsibilities within the Department require that all training presented to Department appointees/employees be centralized and coordinated within a designated centralized section.

**POLICY**

It shall be the policy of the Department to maintain a Training and Recruiting Unit which shall direct efforts toward the development of new skills, improving and updating old skills, re-certification of performance in high liability areas, the development of specialized skills and creating an awareness of new techniques and technologies for all employees and overseeing the departments mandatory retraining program.

The department reserves the right to periodically mandate training which is to be considered as part of each officers annual, twenty (20) hour, requirement.

**PROCEDURE**

**ORGANIZATION**

**97.1.01** The Training and Recruiting Unit shall be maintained under the Support Services Division Commander.

**97.1.02** Specialized and advanced training programs will be developed and coordinated in conjunction with the needs of various departmental personnel and in cooperation with the New Mexico Department of Public Safety Law Enforcement Academy.

**97.1.03** The following list identifies the major training programs currently offered/coordinated by the Training and Recruiting Unit. The list is not all inclusive, and may be adapted as needed to fill training needs:

- In Service Training Program;
- Specialized Training;
- Advanced Training;
- Field Training Program;
- Civilian Training Program;
- Emergency Response Training;
- Roll Call Training;
- Pre-Academy Training.

**RESPONSIBILITIES**

**97.1.04** It shall be the responsibility of the Training and Recruiting Unit to develop and coordinate all training programs and presentations affecting the department.

**97.1.05** The department does not administer a basic Law Enforcement training academy; however, the Training and Recruiting Unit will maintain liaison with the New Mexico Department of Public Safety (NMDPS) Law Enforcement Academy and shall act as the department's representative in matters affecting training curriculum and policy.

**97.1.06** The Training and Recruiting Unit shall coordinate training with the NMDPS Law Enforcement Academy and ensure that training meets the requirements as set forth by the Law Enforcement Academy Board.

**97.1.07** It shall be the responsibility of the Training and Recruiting Unit to submit all schedules for advanced or any other department training to the

Support Services Division Commander at least four (4) weeks in advance of the scheduled start date of the training.

**97.1.08** The schedule will include courses, number of hours and instructors' names. The schedule may be submitted to the Chief of Police and his/her staff for review. Once approved by the Chief and staff, there will be no changes without the authorization of the Support Services Deputy Chief.

**97.1.09** It shall be the responsibility of the Training and Recruiting Unit to notify all department personnel of upcoming training programs to be presented by the department or approved outside sources.

**97.1.10** Training /school availability lists shall be updated monthly and may be distributed to each Division Commander or designee.

**97.1.11** It shall be the responsibility of Division Commanders or designees to ensure that training lists are properly posted for all personnel and that personnel from their division attend required training or other arrangements are made with the Training and Recruiting Unit.

**97.1.12** The Training and Recruiting Unit shall forward the names of those absent from required training, in writing, through the chain of command to the employee's Division Commander or designee.

**97.1.13** It shall be the responsibility of the Training and Recruiting Unit to develop and maintain centralized records of all training presented to Department personnel, to include all in-house training as well as training received from approved outside sources. This includes civilian training records.

**97.1.14** It shall be the responsibility of the Training and Recruiting Unit to provide all approved training in a timely manner, utilizing appropriate resources in order to achieve maximum results.

**97.1.15** It shall be the responsibility of the Training and Recruiting Unit to actively seek information regarding training needs and to develop and present appropriate programs.

**97.1.16** It shall be the responsibility of each Division Commander or his designee to communicate training needs and desires to the Training and Recruiting Unit for possible program development.

**97.1.17** It shall be the responsibility of all Division Commanders to allow personnel who have expertise in specific subject matter to be excused from normal duties in order to participate as instructors in various training presentations.

**97.1.18** Release from normal duty assignments to participate as instructors or trainers is to be permitted whenever possible without impairing operational effectiveness.

### EVALUATION

**97.1.19** Each training program shall be monitored and evaluated by the students and the training committee.

**97.1.20** Information from reports prepared by the Use of Force Review Board, Crime Analysis and Community Relations shall be used to evaluate existing programs and develop new training programs.

### ANNUAL EVALUATION AND REVIEW

**97.1.21** The Training and Recruiting Unit Commander shall be responsible for the annual evaluation and updating of the department's training program. The evaluation and updating process shall include:

- Incorporation of new laws, court decisions and Department directives;
- Evaluation of the training programs;
- Recommendation of enhancements associated with physical facilities, materials or scheduling;
- Consultation with Senior Staff, Law Enforcement Academy Board representatives, N.M. Department of Public Safety Law Enforcement Academy and the Chief of Police;
- A report including, but not limited to, the number of persons trained and the extent of the training provided.

### IN-HOUSE INSTRUCTORS

**97.1.22** In-house personnel will be selected as instructors based upon:

- Prior Training;
- Subject matter knowledge and experience;

- Instructional ability;
- Instructor Development Certification;
- Recommendations of staff and peers.

**97.1.23** A written request shall be forwarded to the instructor’s Division Commander in sufficient time to arrange for the needed time away from normal duties.

**97.1.24** Staff instructors shall be required to successfully complete a New Mexico State certified Instructor Development course. The course contains training in:

- Lesson plan development;
- Performance objective development
- Instructional techniques;
- Learning theory;
- Testing/evaluation techniques;
- Resource ability and use.

**97.1.25** Instruction on Departmental resources and their use will be provided by the Training and Recruiting Unit Commander or designee.

**97.1.26** Department instructors shall receive periodic re-training and up-dating to meet any specific instructional problems of the department.

**97.1.27** Regardless of their rank, instructors shall be evaluated in writing by students and by the Training and Recruiting Unit Commander.

**OUTSIDE INSTRUCTORS**

**97.1.28** When necessary and appropriate, instructors who are not employed by the department may be utilized.

**97.1.29** Outside instructors shall be required to provide lesson plans and copies of all handouts.

**97.1.30** Outside instructors shall be required to provide a list of anticipated expenses of the program. The Training and Recruiting Commander, or designee shall submit all expenses in writing to the Support Services Division Commander prior to encumbrance.

**97.1.31** Outside instructors shall be evaluated in writing by students and the Training and Recruiting Unit Commander.

**97.1.32** Outside instructors will be selected based upon a review of their skills, knowledge, ability and educational credentials.

**DEVELOPMENT OF PROGRAMS**

**97.1.33** The Training and Recruiting Unit Commander shall ensure that training programs are developed after review and integration from the following sources:

- Needs, deficiencies and recommendations identified by staff inspection reports;
- Needs, requirements and suggestions received from staff or from staff meetings;
- Consultation with field personnel and as the result of field observations by the Staff Inspections Section;
- Training committee input as identified in directive 97.5;
- Training evaluations as identified in this directive;
- The input of the Internal Affairs Officer based on citizen complaints and investigative reports;
- With the participation and approval of the Chief’s Staff.

**97.1.34** All in-house training programs to be taught within the agency will be created using the following procedures:

- A. When a certain educational or training requirement is identified, a request for the development of a study course to meet that requirement will be made in writing to the Training and Recruiting Unit Commander, via the chain of command from the submitting division or officer.
- B. The Training and Recruiting Unit Commander shall make course of study recommendations to the Chief of Police and its developer (Staff Instructor). These recommendations will be accompanied by suggestions for methods of instruction, the total estimated course instruction time, and any special timetable requirements for complete development.

- C. Upon approval of the Chief, the Training and Recruiting Unit Commander will direct the development of the course of study.
- D. The Training and Recruiting Unit will begin curriculum development by completing a job ask analysis on the job(s) or position(s) that are most likely to use the information from the course of study.
- E. Using the completed Job Task Analysis with tasks and competencies identified, specific performance objectives will be written to insure that the tasks and competencies will be addressed in the course of study.
- F. Performance objectives will then be arranged by topic into a logical educational sequence. From these arrangements, lesson plans are written.

**97.1.35** After a lesson plan is completed, it is to be forwarded for administrative approval according to the following schedule:

- A. The complete curriculum, including testing materials, is submitted for use review and approval to the Division Commander(s) of the Division(s) whose personnel would typically use the curriculum. These commanders shall solicit input from subordinates in their divisions to assist in the approval of the curriculum.
- B. Those curricula that are not approved are to be returned to the Training and Recruiting Unit Commander with appropriate recommendations for revision.
- C. This review is to be completed not more than two weeks after submission for review.
- D. The complete curriculum, including testing materials, is submitted for use review and approval to the Chief's Staff.
- E. Those curricula that are not approved are to be returned to the Training and Recruiting Unit with appropriate recommendations for revision. This review is to be completed not more than two weeks after submission. All lesson plans shall be consistent with the department's guidelines.
- F. The complete curriculum, including testing materials, is submitted for use review and approval to the Chief or his/her designee.

**LESSON PLAN RETENTION**

**97.1.36** All curriculum development materials will be filed by the Training and Recruiting Unit. these materials include all or in part the following:

- Finalized lesson plans;
- Sequenced performance objectives;
- Master copies of all printed materials;
- Descriptions of all video tapes, audio tapes and other media used;
- Master copies of all written testing materials and test key materials;
- Copies of all practical exercise evaluation materials;
- Any evaluation check lists;
- Standardized evaluation guidelines;
- Scenarios and conditions for practical exercise;
- "Safety Briefing" materials'
- List of required training aids and equipment;
- A list of potential instructors for the course;
- Any other information or documents that were essential to the development of the curriculum.

**TRAINING**

**ATTENDANCE**

**97.1.37** Employees shall attend required training sessions and the instructor shall document attendance on a signed attendance roster and forward attendance records to the Training and Recruiting Unit Commander or his/her designee. The Training and Recruiting Unit Commander shall ensure records of attendance are maintained.

**97.1.38** Employees shall be excused from training for court appearances, depositions, recognized emergencies and illnesses.

**97.1.39** Employees shall be required to make up time that is missed due to an excused or un-excused absence from duty.

**97.1.40** Absences shall be scheduled through the Training and Recruiting Unit Commander, or

designee, as soon as possible after the missed portion of the class.

**97.1.41** Unexcused absences from required training shall be handled as any other unexcused absence and students shall receive no credit for the course.

**RECOGNITION**

**97.1.42** Employees shall be recognized for the successful completion of a particular training program. This will be accomplished by:

- A certificate of completion;
- Upon approval, authorization to wear the appropriate firearms proficiency award for firearms qualification;
- The names of those officers graduating from advanced training facilities (FBI National Academy, etc..) shall be forwarded to the Public Information Officer for dissemination to the media.

**TRAINING REIMBURSEMENTS**

**97.1.43** It is the intent of the Department to provide for the costs incurred when an employee attends required and approved training.

**97.1.44** The Department will provide all fees, books and materials needed when an employee has approval to attend training programs.

**97.1.45** The Department will provide for housing, meals and transportation to employees attending approved training programs when conducted outside the Departments service area.

**97.1.46** In order to be eligible for reimbursements, all costs associated with the training must be submitted in accordance with the guidelines set forth by the City of Santa Fe Finance Division.

**97.1.47** The City of Santa Fe Personnel Division may provide reimbursement for approved college courses. Approval must be received in advance.

**RECORDS**

**97.1.48** The Training and Recruiting Unit will maintain and update training records on each employee, to include date of training, the type of training received (course content), certificates received, attendance records and test scores.

**WORK RELATED COURSES**

**97.1.49** The employee will notify the Training and Recruiting Unit of course completion and will provide a copy of the appropriate certificate or other proof of completion within ten working days after course completion.

**97.1.50** No employee training records will be released outside of the agency without the express written consent of the Training and Recruiting Unit Commander and in compliance with applicable state and Federal law.

**IN SERVICE COURSES**

**97.1.51** The Training and Recruiting Unit will maintain training records on each course conducted by in-house instructors. These records will include at a minimum:

- Roster of those employees that were registered, attended and successfully completed the course;
- Complete grade summary of final grades and evaluations;
- Blank written test or other evaluation tool(s) that were actually used in the course. (Test key);
- Completed written tests or other evaluation tool(s) that were actually completed by the students in the course;
- Instructor notes on the course, documenting any unusual occurrences during the course;
- Any registration forms or signed waivers or other documents prepared by the students;
- Copy of the course syllabus and outline/goals and objectives for the actual course conducted;
- Completed student evaluation forms.

**ADVANCED TRAINING**

**97.1.52** Continuous training throughout an officer’s career is considered vital for professional individual growth and the Department.

**97.1.53** In order to further increase leadership abilities of Officers who have demonstrated management and leadership capabilities, the Department provides the opportunity and encourages participation in training programs of an advance level. Such programs include:

- Federal Bureau of Investigation National Academy;
- The Northwestern Traffic Institute;
- The New Mexico Department of Public Safety Training and Recruiting Department.

**97.1.54** Advance training shall be available to personnel approved by their Division Commander.

**97.1.55** The requesting Officer must meet the entrance requirements of the particular program.

**97.1.56** Requests to participate in advanced training courses that require travel outside of the state shall be submitted to the Office of the Chief of Police for his/her consideration.

**97.1.57** Participation selection in an advanced level training school and assignment subsequent to successful completion shall be determined by considering the employees career goals and abilities consistent with the Department’s needs, objectives, organization and policy. Advanced training may be counted toward mandatory training and will be reported to the Training and Recruiting Unit.

**97.1.58** The Department shall utilize training provided by other criminal justice agencies and provide training to other agency personnel as space and availability permit.

**97.1.59** The Training and Recruiting Unit shall maintain liaison with other agencies criminal justice training sections in order to increase effectiveness, improve coordination and promote better understanding.

**LAW ENFORCEMENT ACADEMY TRAINING**

**97.1.60** The Department does not operate or maintain a Basic Training Academy. The Department’s Training and Recruiting Unit does, however, review the curriculum of the NMLEA training center utilized for Police Officer Cadet training.

**97.1.61** While assigned to the NMLEA Training Center, all Cadets shall be assigned to the Training and Recruiting Unit.

**97.1.62** Supervisory duties and responsibilities will be assigned to a Training and Recruiting Unit staff member.

**97.1.63** All Police Officer Cadets shall be required to complete a certified N.M. Department of Public Safety academy training program prior to being assigned to any routine duty in any capacity in which he/she is allowed to carry a firearm or allowed to make an arrest.

**97.1.64** The Employees Assistance Program provides psychological counseling services for Police Officer Cadets in need of the service.

**97.1.65** Counseling may be requested outside the normal chain of command and shall remain confidential.

**CIVILIAN PERSONNEL TRAINING**

**97.1.66** Training of Civilian Personnel will be the responsibility of the functional component, i.e.: Records, Budget, Evidence.

**97.1.67** Civilian personnel requiring pre-service and in-service training, i.e.: PSA’S, Crime Scene Technicians, will be assigned to training programs by the Training and Recruiting Unit.

**CONTINUING EDUCATION OPPORTUNITIES**

**97.1.68** The City of Santa Fe Human Resources Department provides tuition for advanced education and training to interested employees seeking further education in areas relating to their job function.

DRAFTED(adp)04-01

APPROVED:   
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DATE: 07-23-04