

PALOS VERDES ESTATES POLICE DEPARTMENT

POLICY MANUAL

SECTION 25

TRAINING

Revised 4/2011

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25.0 PURPOSE

The policy of the Palos Verdes Estates Police Department is to administer a training program that will provide for the professional growth and continued development of its personnel. By so doing, the Police Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

25.1 TRAINING MANAGER

The Chief of Police will designate a Sergeant to the training position. This employee shall be known as the Training Sergeant and will report directly to the Chief of Police. The Training Sergeant shall assist management in the assessment of the training needs of the department and shall arrange for and provide its training. The Training Sergeant shall also be accountable to meet the training mandates set forth by this Department and by the State of California, and to maintain accurate records of such training. Such records shall be placed into the respective employees' permanent personnel file. Based on the needs of the department the Chief of Police may designate a supervisor other than a sergeant to this position on a temporary basis.

25.2 TRAINING PLAN

A training plan will be developed and maintained by the Training Sergeant. It is the responsibility of the Training Sergeant to maintain, review, and update the Training Plan on an annual basis. The plan will address the following areas:

- (a) Legislative changes and case law
- (b) State mandated training
- (c) Critical issues training

25.3 TRAINING NEEDS ASSESSMENT

The Training Sergeant will conduct an annual training-needs assessment of the Police Department. The needs assessment will be reviewed by the Police Department's Command Staff. Upon approval of the Command Staff, the needs assessment will form the basis for the Training Plan for the fiscal year.

25.4 EXPENSES

The Department will maintain a line item in the budget to cover the cost of training. In the case of POST reimbursable courses, the reimbursement shall go directly to the City.

Reimbursements for mileage, meals, and lodging will be governed by the City of Palos Verdes Estates Administrative Instructions. Mileage shall be calculated from the employee's home or the Palos Verdes Estates Police Station to the training site, whichever is closer.

25.5 TRAINING REQUESTS AND RESERVATIONS

All requests for training shall be directed to the Training Sergeant for consideration. Only the Training Sergeant is authorized to register employees in classes where the Department will be responsible for the cost. The Training Sergeant will be responsible for making any reservations related to training classes.