



**436.0 IN-SERVICE TRAINING (Adopted 10/04)**

436.05 ATTENDANCE (Adopted 10/04)

It is the responsibility of supervisors to ensure their employees are scheduled to attend mandatory in-service training. Unexcused absences may result in disciplinary action.

436.10 ABSENCES (Adopted 10/04)

Employees may be unable to attend regularly scheduled In-Service training due to an excused absence.

Examples of excused absences may include, but are not limited to:

- A. Sick Leave
- B. FMLA Leave
- C. Military Leave
- D. Administrative Leave
- E. Attending other approved training.

Employees who have been notified and fail to attend scheduled training without proper authorization may be subject to disciplinary action. Authorizing a subordinate to be absent from scheduled training should only be granted under appropriate circumstances.

The Training Staff will provide a make-up class for each training session. Supervisors should utilize the make-up class for employees who did not attend during the regular session.

Upon completion of In-Service training, the Chief of Police will be provided with a list, identifying employees who failed to attend or meet the training requirement.

The Bureau Commander will be notified of their employees' training status and take appropriate action.



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436.20 REMEDIAL TRAINING (Adopted 10/04)

An employee in need of improvement in any aspect of job performance may be required to successfully complete appropriate remedial training.

Remedial training shall be completed as soon as practical. Failure of the affected employee to successfully complete the mandated training may result in disciplinary action. The authorized instructor shall provide proof of the successful completion of the required training to the Director of Training.

436.30 SPECIALIZED TRAINING (Adopted 10/04)

Division Commanders are responsible for identifying the specialized training needs of their assigned personnel. Specialized training should enhance the employee's knowledge, skills and abilities relative to his/her assignment. Specialized training may also be provided for career development purposes.

Upon completion of specialized training, the appropriate documentation will be forwarded to the Director of Training. The Training Center is responsible for maintaining training records.

436.35 TRAINING FOR SPECIALTY UNITS (Adopted 10/04)

Specialized training may be provided to employees assigned to specialized units. Examples of such units include, but are not limited to, the Tactical Team, Hostage Negotiations Team, Solo Motorcycle Unit and the Emergency Response Team. The Division Commander in charge of each specialized unit is responsible for identifying training needs.

Upon completion of specialized training, the appropriate documentation will be forwarded to the Director of Training. The Training Center will be responsible for maintaining training records.