



PORTAGE DEPARTMENT OF PUBLIC SAFETY POLICY AND PROCEDURE		ORDER NO. 300-12
SUBJECT: Training Administration		
EFFECTIVE DATE January 28, 2002	DISTRIBUTION AP	NEW <input type="checkbox"/> AMENDED <input checked="" type="checkbox"/> March 13, 2019 REVISED <input type="checkbox"/> REVIEWED <input type="checkbox"/>
ISSUED BY:  <i>Nicholas J. Arnold</i>  Nicholas J. Arnold, Public Safety Director		REPLACES:  MICHIGAN STANDARDS: 1.9.1, 1.9.2, 1.9.6, 1.9.7 CALEA STANDARDS: 33.1.1 - 33.1.4, 33.1.6, 33.1.7, 33.3.1, 33.5.1, 33.5.3, 33.7.1

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**I. PURPOSE**

The purpose of this order is to establish procedures for the organization and administration of the training operations of the department.

**II. POLICY**

It is the policy of the Portage Department of Public Safety to organize and administrate an agency training component that is responsible for the

development, implementation, and maintenance of training programs designed to develop employees' knowledge, skills and abilities as they relate to the performance of job tasks.

### **III. TRAINING GOALS**

The implementation of training goals achieves the following:

- A. Provides job-related training for all department members.
- B. Prepares employees to act decisively and correctly in a broad spectrum of situations.
- C. Enhances employee productivity and effectiveness through greater job knowledge.
- D. Fosters cooperation and unity of purpose among department members through common training.
- E. Provides for specialization, promotional opportunities, and general safety for employees and those they come in contact with.

### **IV. TRAINING COMMITTEE**

- A. The Training Committee will consist of representatives from various components within the organization. The Training Committee will periodically change, as necessary, due to retirement, promotion, or other circumstances. When selecting and replacing committee members, the following process will be followed.
  - 1. Requests for committee membership are sent to the various department components.
  - 2. Appointments to the committee are made from the volunteers.
  - 3. When no employees volunteer, the training coordinator will make the appointment from the identified department components.
- B. The committee is responsible for review and recommendations concerning all training requirements for the department.
- C. The Training Committee will also serve as the Career Development Committee and address long-term personal development of all employees (200-15, III).

- D. The Training Committee serves in an advisory capacity, as all training falls under the authority of Professional Standards.
- E. The training coordinator will be involved in the evaluation of potential instructors from outside the agency for training provided to department employees.

## **V. IDENTIFYING TRAINING NEEDS**

The following items should be used as a basis for identifying training needs by individual supervisors and the Training Committee as a whole:

- A. Inspection reports, i.e. evaluation file reports, notice of infraction reports.
- B. Reports from meetings on staff studies on particular issues, i.e. domestic violence, strategic mapping, etc.
- C. Consultations and observation of operational and/or administrative activities.
- D. Training course evaluations.
- E. Input from agency members.
- F. Employee misconduct reports.
- G. Course offerings through public and private institutions.
- H. Current job task analysis.

## **VI. TRAINING COMMITTEE MEETINGS**

- A. The Training Committee (Career Development Committee) will meet annually, or more often as needed.
- B. Future training needs will be identified as well as progress towards training and career development goals at these meetings.

## **VII. TRAINING COORDINATOR RESPONSIBILITIES**

- A. The training coordinator will ensure that departmental training programs are evaluated, updated, and revised annually. The training coordinator will review and list all training programs taught by department personnel the previous fiscal year. The training coordinator will identify those programs that will be required or desired to be taught in the new fiscal year. Where available, the training coordinator will review the submitted critiques received from those who attended previous training.

1. The training coordinator will forward the current lesson plan to all listed departmental instructors. The instructor(s) will review and update the lesson plan after considering new laws, court decisions, and departmental directives. Instructors will also review comments from the training coordinator on the critiques of the class. The instructor should also comment on physical facilities, materials, and any scheduling considerations.
2. The training coordinator will consult with the Senior Deputy Chief of Administration reference current and future training needs of personnel for each course.
3. The training coordinator will be responsible for ensuring that necessary revisions are made before the next session of a particular course is given.
4. The training coordinator will forward written recommendations for department instructors to the Senior Deputy Chief of Administration, who will confer with the Senior Deputy Chief of Field Operations and the Public Safety Director. Written approval will then be filed by the training supervisor for department endorsed instructors.
5. All personnel that are assigned to Professional Standards and/or who are department designated instructors will receive training in the following areas:
  - a. Lesson plan development.
  - b. Performance objective development.
  - c. Instructional techniques.
  - d. Testing and evaluation techniques.
  - e. Resource availability and use.
- B. The training coordinator will be involved in the selection, development, and evaluation of instructors for training programs.
- C. The training coordinator will provide reports/audits on the component of the City Budget applicable to training funds, to include State of Michigan 302 funds.

## **VIII. LESSON PLANS**

- A. The lesson plan will be comprehensive and required of both internal and visiting instructors.

**B. Guidelines and format of the lesson plan are to include:**

1. **Course:** The title of the course of training, i.e., Emergency Vehicle Operations.
2. **Subject:** The title of the block of instruction the lesson covers, i.e., The Mechanics of Driving.
3. **Instructional Units:** Any subdivision of the main subject.
4. **Method:** The type of instructional procedures to be used. Method may include some or all of the following:
  - a. Lecture.
  - b. Demonstration.
  - c. Discussion.
  - d. Role-playing.
  - e. Interactive.
  - f. Hands-on.
5. **Time:** The amount of time needed to present the lesson.
6. **Audience:** To whom the lesson is directed, i.e., civilian employees, police officers, etc.
7. **Objectives:** What the student will learn upon the completion of this training, i.e., "Upon the completion of this training, the student will be able to...."
8. **Type of test, if any, to be given.** Tests will be approved by the training supervisor along with establishing pass/fail criteria. These tests will be recorded and filed in the attendee's file.

**IX. APPROVAL OF LESSON PLANS**

- A. All in-service lesson plans will be submitted to the training coordinator who will verify that the objectives meet departmental requirements.
- B. The training coordinator will ensure that the lesson plan is consistent with lesson plan development guidelines and department policies.

## **X. TRAINING RECORDS**

- A. Attendance at all training sessions will be documented and records maintained by the training coordinator and Human Resources. The employee's training file will be updated following the completion of each training program. Employees attending programs outside the department will be responsible for submitting a certificate of completion or other appropriate documentation indicating course completion according to Policy and Procedure or Administrative Orders.
- B. The training coordinator will maintain records of all lesson plans submitted for training.
- C. Release of training records:
  - 1. Training records will not be released outside the agency without specific legal authority.
  - 2. Any outside request, including any legal process demanding the release of training records, will be forwarded to the Senior Deputy Chief of Administration, who will forward the request to the City Attorney through the Public Safety Director, along with a "Request for Release of Information."

## **XI. TRAINING REQUESTS**

- A. Training requests will be forwarded to the employee's supervisor for review. The supervisor will:
  - 1. Review the request for accuracy, appropriateness, personnel allocation, and compliance with department policies.
  - 2. Review employee's training record and insure appropriateness and applicability of training.
  - 3. Refer to training coordinator if approval is recommended, or a copy of the denial if returned to the employee.
- B. The training coordinator will:
  - 1. Review the training request regarding appropriateness and applicability.
  - 2. Verify the cost-effectiveness of the training, availability of training funds, and appropriate budget coding.
  - 3. Ensure compliance with department policies, City administrative policies (Admin. Order 3.17), and consistent with training needs and

career development.

4. Forward recommendation for approval to appropriate Deputy Chief.
- C. Upon approval, the Deputy Chief will forward the request to the Director, who will forward to Human Resources. After city administration approval, copies are returned and forwarded to the officer. If a training request is denied at any step, it will be returned with a reason to the employee and their supervisor. Employee's schedule for training will be the responsibility of the team leader and will take into consideration staff levels, scheduled vacations, and the need to meet mandatory training requirements.
  - D. Training requests will consist of a memo to the Director indicating the training topic, location, dates and benefits that the department and officer would obtain by attending the training; an Employee Travel/ Training/Membership Request form with the estimated expenses column completed, signed by the requesting employee; all information related to the desired program. This type of request is only required when attending training off site.
  - E. Upon completion of training where an Employee Travel/ Training/Membership Request form has been completed with anticipated expenses and approved, a final report will be completed pursuant to Administrative Order 3.17.
    1. The final report will include a completed evaluation form and final expense report on the originally approved request form.
    2. Lodging and meal expenses will be in compliance with Michigan Justice Training Commission standards (attached). If expenses are not in compliance, the training coordinator will be contacted prior to incurring the expense and the training coordinator will make notations on the training request form.

## **XII. TYPES OF TRAINING**

### **A. Roll Call Training via PowerDMS**

Description: Informal training sent out to employees via PowerDMS may be used to generate discussion on various topics.

Topics: Various – selected by the training coordinator and tailored to the needs of the department.

Documentation: Type of training and personnel attending are logged in PowerDMS.

B. In-Service Training

Description: Scheduled, annual, mandatory training conducted by instructors so employees maintain certification, qualification and proficiency in a given area.

Topics: Includes Firearms, First Aid/CPR, Driving, Hazmat, PPCT, Pathogens and Legal Update.

Documentation: Attendees will sign a roster sheet indicating attendance and compliance to the training received. The attendance will be entered into PowerDMS.

C. In-Service Training Programs

Description: Training scheduled by the department that is conducted within or outside the agency by our own instructor or an instructor from an outside source.

Topics: Various - chosen by the department in such areas as, but not limited to, civil liability, interview and interrogation, ethics and cultural awareness, use of force, etc.

Documentation: Training expense sheets will be completed by the training coordinator. Employee will complete the course evaluation.

D. Continued Education

Description: An employee who continues his/her education in the college setting with the goal of a degree or furthering educational background in given area or topic.

Documentation: Transcript or certificate from the institution where instruction was received.

**XIII. ATTENDANCE REQUIREMENTS**

Attendance is extremely important to ensure the successful completion of training courses. The following guidelines apply to all employees scheduled for training.

A. Authorized Absence - Employees will be expected to attend the full course of study. Employees not attending due to illness, court appearances or other authorized absences will be rescheduled for the next available training session when possible. Authorized absence circumstances will be cleared through the employee's immediate supervisor.



- B. Unauthorized Absence - Employees scheduled to attend training classes, who do not successfully complete all training due to unauthorized absence, may be subject to disciplinary action.
- C. Attendance Documentation - Attendance will be taken by Professional Standards staff (training coordinator or instructor) during all training sessions. Attendance sheets will be used for this purpose and maintained by the training coordinator.
  - 1. Attendance at training, seminars, etc. not conducted by the department may be verified by a certificate of completion or other reasonable means.
  - 2. The Senior Deputy Chief of Administration will be notified, prior to the completion of the training session, of the names of any employee who was scheduled for training and their absence was unauthorized.

#### **XIV. CALEA ACCREDITATION AWARENESS TRAINING**

- A. The training coordinator will conduct familiarization of the accreditation process, as follows:
  - 1. To all newly hired agency personnel.
  - 2. To all personnel during self-assessment and throughout re-accreditation.
  - 3. To all personnel just prior to on-site assessment associated with initial accreditation and each re-accreditation.
- B. The familiarization may be achieved through roll call training, newsletter, e-mail, memo, etc. The training and/or familiarization will include, but is not limited to:
  - 1. History and background of accreditation.
  - 2. The department's involvement in the process.
  - 3. The re-accreditation process.
  - 4. The goals and objectives of accreditation.
  - 5. The benefits of accreditation.
  - 6. The impact on the department.

## **XV. CIVILIAN TRAINING**

The training coordinator will ensure that all newly appointed civilian personnel have received the following:

- A. Department policies and procedures, as applicable.
- B. City of Portage Administrative Orders, as applicable.
- C. Personnel Rules & Regulations.
- D. Mission Statement.
- E. All other related information pertinent to the assignment regarding responsibilities and rights of employees.

## **XVI. MISCELLANEOUS**

- A. The training coordinator is assigned by the Senior Deputy Chief of Administration.
- B. Professional Standards has other duties not limited to:
  - 1. Monthly reports and annual goals and objectives.
  - 2. Various assignments as assigned by the Senior Deputy Chief of Administration.

**CITY OF PORTAGE**

**COMMUNICATION**

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**TO:** Nicholas J. Arnold, Director of Public Safety

**DATE:**

**FROM:**

**SUBJECT:** Training Request

Approved by:

Supervisor                      Date: \_\_\_\_\_

Training Coordinator              Date: \_\_\_\_\_

Deputy Chief                      Date: \_\_\_\_\_

<b>DEPARTMENT OF TECHNOLOGY, MANAGEMENT &amp; BUDGET,          VEHICLE AND TRAVEL SERVICES          SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES          Effective January 1, 2018</b>
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**MICHIGAN SELECT CITIES \***

	<b>Individual</b>	<b>Group Meeting pre-arranged and approved</b>
Lodging**	\$75.00	\$75.00
Breakfast	\$10.25	\$13.25
Lunch	\$10.25	\$13.25
Dinner	\$24.25	\$27.25

**MICHIGAN IN-STATE ALL OTHER**

	<b>Individual</b>	<b>Group Meeting pre-arranged and approved</b>
Lodging**	\$75.00	\$75.00
Breakfast	\$ 8.50	\$11.50
Lunch	\$ 8.50	\$11.50
Dinner	\$19.00	\$22.00

<b>Per Diem</b>	<b>\$81.50</b>
Lodging	\$45.50
Breakfast	\$ 8.50
Lunch	\$ 8.50
Dinner	\$19.00

**OUT-OF-STATE SELECT CITIES \***

	<b>Individual</b>	<b>Group Meeting pre-arranged and approved</b>
Lodging**	Contact Conlin Travel	Contact Conlin Travel
Breakfast	\$13.00	\$16.00
Lunch	\$13.00	\$16.00
Dinner	\$25.25	\$28.25

**OUT-OF-STATE ALL OTHER**

	<b>Individual</b>	<b>Group Meeting pre-arranged and approved</b>
Lodging**	Contact Conlin Travel	Contact Conlin Travel
Breakfast	\$10.25	\$13.25
Lunch	\$10.25	\$13.25
Dinner	\$23.50	\$26.50

<b>Per Diem</b>	<b>\$89.50</b>
Lodging	\$45.50
Breakfast	\$10.25
Lunch	\$10.25
Dinner	\$23.50

Incidental Costs Per Day (with overnight stay)   \$5.00

**Mileage Rates**

Premium Rate	\$0.545 per mile
Standard Rate	\$0.340 per mile

\*See Select Cities Listing

\*\*Lodging available at State rate, or call Conlin Travel at 877-654-2179 or [www.somtravel.com](http://www.somtravel.com)

**SELECT HIGH COST CITY LIST**  
**TRAVEL RATE REIMBURSEMENT FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES**  
**Effective October 1, 2017**

**Michigan Select Cities/Counties**

<b><u>Cities</u></b>	<b><u>Counties</u></b>
Ann Arbor, Auburn Hills, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Petoskey, Pontiac, South Haven, Traverse City	All of Wayne and Oakland

**Out of State Select Cities/Counties**

<b><u>State</u></b>	<b><u>City/County</u></b>	<b><u>State</u></b>	<b><u>City/County</u></b>
Arizona	Phoenix, Scottsdale, Sedona	Massachusetts	Boston (Suffolk), Burlington, Cambridge, Woburn, Martha' Vineyard
California	Los Angeles (Los Angeles, Orange & Ventura Counties, Edwards AFB), Eureka, Arcata, Mckinleyville, Mammoth Lakes, Mill Valley/San Rafael/Novato, Monterey, Palm Springs, San Diego, San Francisco, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Minnesota	Minneapolis/St. Paul (Hennepin and Ramsey Counties)
		Nevada	Las Vegas
		New Mexico	Santa Fe
Colorado	Aspen, Steamboat Springs, Telluride, Vail	New York	Lake Placid, Manhattan (the borough of Manhattan, Brooklyn, Bronx, Queens and Staten Island, Riverhead, Ronkonkoma, Melville
Connecticut	Bridgeport/Danbury	Pennsylvania	Bucks County, Pittsburgh
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)	Rhode Island	Bristol, Jamestown, Middletown/ Newport (Newport County) Providence
		Texas	Austin, Dallas, Houston (L.B. Johnson Space Center)
		Utah	Park City (Summit County)
Florida	Boca Raton, Delray Beach, Jupiter, Fort Lauderdale, Key West	Vermont	Manchester, Montpelier, Stowe (Lamoille County)
Idaho	Sun Valley/Ketchum	Virginia	Alexandria, Falls Church, Fairfax
Illinois	Chicago (Cook and Lake counties)	Washington	Port Angeles, Port Townsend, Seattle
Louisiana	New Orleans		
Maine	Bar Harbor		
Maryland	Montgomery & Prince George County, Baltimore City, Ocean City		