

Training

203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted, and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

203.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local, and the Illinois Law Enforcement Training and Standards Board (ILETSB) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members. Courses may also include:

- Courses offered by ILETSB designated Mobile Team Units (MTUs).
- Courses offered by outside vendors and agencies.
- Courses offered by the Aurora Police Department.

203.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of Department members.
- (c) Provide for continued professional development of Department members.
- (d) Ensure compliance with ILETSB rules and regulations concerning law enforcement training.

203.4 TRAINING SERGEANT

The Chief of Police shall designate a Training Sergeant who is responsible for developing, reviewing, updating, and maintaining the Department training plan so that required training is completed. The Training Sergeant should review the training plan annually.

203.5 TRAINING PLAN

The training plan should include the anticipated costs associated with each type of training. The plan should include a systematic and detailed method for recording and logging of all training for all members.

Updates and revisions may be made to any portion of the training plan at any time it is deemed necessary.

The plan will include information on curriculum, training material, training facilities, and scheduling. The plan will address federal, state, and Department-required, minimum-mandated training of officers and other members address all required training.

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203.5.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations. Additional required training may be identified in individual policies.

- (a) Federally mandated training:
 - 1. National Incident Management System (NIMS) training
- (b) State-mandated training:
 - 1. Officers must successfully complete the Minimum Standards Basic Law Enforcement Training Course or a similar ILETSB-approved training program within six months of full-time employment (50 ILCS 705/8.1).
 - (a) The basic training requirement may be waived if the employee is eligible for certification by meeting training and certification standards within the parameters, extensions, and exceptions set by ILETSB (50 ILCS 705/8.1).
 - (b) State-mandated training requirements every year include (50 ILCS 705/7; 50 ILCS 705/7.1):
 - 1. Legal updates.
 - 2. Emergency medical response training and certification.
 - 3. Crisis intervention training.
 - 4. Officer wellness and mental health.
 - 5. Firearms Restraining Order Act.
 - 6. Use of force (must include scenario-based or similar training in accordance with ILETSB mandates).
 - (c) State-mandated training requirements every three years include (50 ILCS 705/7; 50 ILCS 705/10.6; 725 ILCS 203/20):
 - 1. Constitutional and proper use of law enforcement authority.
 - 2. Procedural justice.
 - 3. Civil rights.
 - 4. Human rights.
 - 5. Mandatory child abuse reporting.
 - 6. Cultural competency.
 - 7. Mental health awareness and response.
 - 8. Training on sexual assault and sexual abuse response and report writing (see the Sexual Assault Investigations Policy).
 - 9. ILETSB-approved use of force training, including policies and laws related to stops and searches and officer safety techniques.
 - 10. Scenario-based role-playing (six hours de-escalation and six hours high-risk traffic stops) in accordance with ILETSB mandates.

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11. Autism-informed responses, techniques, and procedures.
- (d) State-mandated training requirements every four years include:
 1. Homicide investigator training for investigators (50 ILCS 705/10.11).
- (e) State-mandated training requirements every five years include:
 1. Domestic violence (725 ILCS 5/112A-27; 750 ILCS 60/301.1).

203.5.2 MANDATORY RETRAINING AFTER PERIOD OF ABSENCE

- (a) Sworn officers who have been absent from Patrol for a period of one (1) year or more and are being permanently assigned to Patrol will be assigned to a Field Training Officer (FTO) for a minimum ten (10) day period. This period may be extended as required at the discretion of the Field Training Commander.
- (b) During the time such sworn officers are assigned with an FTO they will not be subject to the formalized evaluations required of probationary officers in training. The FTO's function is to re-familiarize the officer with agency forms, updated policy and procedures, and in conjunction with the Field Training Commander and/or Training Unit, insure that the returning officer is provided such opportunities as are necessary to meet or re-qualify in skill areas such as firearms, impact weapon, arrest procedures, or other training needs.

203.5.3 PROBATIONARY TRAINING

Probationary officers are required to satisfactorily complete minimum training mandated by the ILETSB in order to be eligible for permanent employment (50 ILCS 705/7).

203.5.4 NON-SWORN PROFESSIONAL STAFF ORIENTATION

All non-sworn professional staff members of the Department shall receive information regarding:

- (a) The Department's role, purpose, goals, policies, and procedures.
- (b) Working conditions and regulations.
- (c) Responsibilities and rights of employees.

203.5.5 SKILLS DEVELOPMENT TRAINING

Members who are assigned to new functions or promotions shall receive training in their new assignments.

203.6 TRAINING COMMITTEE

The Chief of Police shall establish a Training Committee, which will serve to assist with identifying training needs for the Department.

The Training Committee should be comprised of at least three members, with the Support Services Bureau Commander acting as the chairperson. Members should be selected based on their abilities at post-incident evaluation and at assessing related training needs.

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The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Committee should review include, but are not limited to:

- (a) Any incident involving the death or serious injury of an employee.
- (b) Incidents involving a high risk of death, serious injury or civil liability.
- (c) Incidents identified by a supervisor as appropriate to review to identify possible training needs.
- (d) The top three causes of citizen complaints.

The Training Committee should convene on a regular basis as determined by the chairperson to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the chairperson. The recommendation should not identify specific facts of any incidents, such as identities of employees involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The chairperson will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and available resources.

203.7 TRAINING PROCEDURES

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor, in coordination with the Training Sergeant. Excused absences from mandatory training should be limited to the following:
 - 1. Court appearances
 - 2. First choice vacation
 - 3. Sick leave
 - 4. Physical limitations preventing the employee's participation
 - 5. Emergency situations
 - 6. Other exceptions as approved by the supervisor or Training Sergeant.
- (b) When an employee is unable to attend mandatory training due to reasonable unforeseeable circumstances, that employee shall:
 - 1. Notify his/her supervisor and the Training Sergeant as soon as possible but no later than one hour prior to the start of training.
 - 2. Document his/her absence in a memorandum to his/her supervisor. This information should be forwarded to the Training Sergeant.
 - 3. Make arrangements through his/her supervisor and the Training Officer to attend the required training on an alternate date.

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- (c) Employees wishing to attend additional training classes should complete the required form ([see attachment](#)) and forward it through their chain of command for approval.

203.8 TRAINING PROGRAM REIMBURSEMENTS

- (a) Expenses for attending approved schools and / or seminars approved by the department will be paid by the Department.
- (b) Tuition: Some classes such as classes offered by North East Multi-Regional Training are paid in a flat rate. Other classes require payment to attend and must be budgeted.
- (c) Transportation
 1. Employees should use a city vehicle whenever possible. Prior to taking a department vehicle the employee shall advise an on-duty supervisor they are taking a vehicle to attend training.
 2. If the use of a city vehicle is not possible then mileage, generally, will be allowed for one round trip at the rate set from time to time, by the City Counsel. In certain instances, at the department's discretion, the employee shall be given exact air fare for one round trip. If more than one employee attends the same school/ seminar at the same time, mileage will be allowed to only one driver. Employees shall car pool and the Training Unit shall decide who receives the money for mileage.
 3. If the school/seminar is within commuting distance, sworn personnel shall have a department vehicle made available for transportation to and from training. In instances where an employee attends recruit training, each officer shall receive mileage for one round trip. If it is necessary to use an Illinois Tollway the employee shall secure a tollway card from his or her Lieutenant or the Administrative Services Lieutenant.
- (d) Travel Time
 1. All travel time will be at straight time only.
 2. Employees are entitled to travel time for schools and seminars that are in excess of 30 miles from Aurora.
 3. Travel time will apply only for time outside of regular duty hours.
 4. If a school is two weeks or longer and the department is not paying for weekend lodging, travel time will apply to and from school.

203.9 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Aurora Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Sergeant.

Members assigned to participate in DTBs shall only use login credentials assigned to them by the Training Sergeant. Members should not share their password with others and should frequently

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change their password to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shifts or as otherwise directed by their supervisor. Members should not allow uncompleted DTBs to build up over time, and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any internet-enabled computer, members shall only take DTBs as part of their on-duty assignments, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

203.10 TRAINING RECORDS

The Training Sergeant is responsible for the creation, filing, and storage of all training records (50 ILCS 705/8.1). Training records shall be retained in accordance with the established records retention schedule.

Attachments

Training Request.pdf

Aurora Police Department Training Request

Employee Name & Badge #:		Last 4 of Social Security Number:		Date of Request:																					
Type of Training:		Title of Course:			Total Hours																				
Name of Provider:		Location (City and State):		Dates and Times:																					
Justification:																									
Employee Signature:					Area/Bureau:																				
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 10%;">Approved</th> <th style="width: 10%;">Denied</th> <th style="width: 40%;">Signature</th> <th style="width: 20%;">Date</th> </tr> </thead> <tbody> <tr> <td>Sergeant / Coordinator</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Lieutenant / Director</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Area / Bureau Commander</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>							Approved	Denied	Signature	Date	Sergeant / Coordinator	_____	_____	_____	_____	Lieutenant / Director	_____	_____	_____	_____	Area / Bureau Commander	_____	_____	_____	_____
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Area / Bureau Commander	_____	_____	_____	_____																					
Comments:																									
Expenses: Registration / Tuition: \$ _____																									
Lodging: \$ _____ Days @ \$ _____ Per day																									
Meals / Misc: \$ _____ Days @ \$ _____ Per day																									
Travel: \$ _____ Miles @ \$ _____ Per mile																									
Total Expenses: \$ _____																									
Training Director: _____																									
Comments:																									
Chief of Police: _____ Accepted _____ Denied DATE: _____																									
Comments:																									

Registered for Class Standby for Class, the Training Unit will contact you if there is a change in your registration status.

1. Please print or type.
2. A copy of the course description, including costs and registration information and / or outline must be attached to this Training Request.
3. All information must be completed and the form submitted through the Chain of Command.
4. When a Lieutenant or Director receives a Training Request he or she must indicate whether the class was budgeted or not budgeted and indicate which account by account number and line item the funds should be drawn against.
5. Upon receiving approval for training it is the employee=s responsibility to immediately notify his or her supervisor to make sure any changes to the work schedule are completed.
6. If traveling to the course requires using an Illinois Tollway remember to get an Illinois Tollway Card from the Lieutenant.