


<b>POLICY 107.1</b>	<b>TRAINING</b>	
	REVISED: 5/98, 01/00, 04/03, 03/04, 1/06, 09/08, 08/11, 08/12, 12/13, 03/14, 08/15, 04/18, 03/20, 02/22, <b>11/22</b>	RELATED POLICIES: <b>Training Unit SOP</b>
	CFA STANDARDS: Chapter 10	REVIEWED: AS NEEDED

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**A. PURPOSE**

The purpose of this Training policy is to establish procedures and provide training guidelines for all Department members in the following areas:

1. Training authorization
1. Training attendance
2. Mandatory training
3. Specialized Training
4. Field Training Officer (FTO) program training
5. Remedial training
6. Training documentation

**B. POLICY**

It is the policy of the Fort Lauderdale Police Department to provide department personnel with the mandatory training required by the State of Florida and the City of Fort Lauderdale for the positions in which they are employed. Additionally, it is Department policy to provide the training that department personnel require to fully understand and satisfactorily perform the functions and duties of their positions.

**STUDENTS ARE NOT TO REGISTER THEMSELVES FOR TRAINING.** The student must receive authorization before attending any training class. The only acceptable form of authorization is verbal notification from the Training Unit Sergeant or designee or a Fort Lauderdale Police Department Training Order. If a student attends training without authorization they shall be responsible for all costs related to the training class.

**C. TRAINING REQUEST AUTHORIZATION FORM (TRAF) - NO TRAVEL REQUIRED**

1. The purpose of the Training Request Authorization Form (Z-518) is to standardize the request for and approval of training assignments, with the exception of college level courses towards a degree.
2. Procedure
  - a. Training, conference, or seminar with no costs:
    - (1). A Training Request Authorization Form (Z-518) must be completed and have attached any flyers, brochures and registration forms related to the event.
    - (2). Training Request Authorization Forms submitted that do not involve any costs must be approved by the employee's chain of command (two (2) signatures required). The highest ranking supervisor will forward approved Training Request Authorization Forms with attachments to the Training Unit for course registration.
    - (3). Approved Training Request Authorization Forms for any training course (excluding in-service training) must be received by the Training Unit at least thirty (30) days prior to the first day of class. Any exceptions must include the approval of the Support Services Bureau Assistant Chief or Chief of Police.
    - (4). Upon receipt of an approved Training Request Authorization Form (with attachments), the Training Unit will register the department member for the class, and notify the student of their acceptance. The students immediate supervisor shall be notified for scheduling purposes, and to ensure attendance.
  - b. Training, Conference, or Seminar with only Training costs:
    - (1). Training Request Authorization Forms submitted by members assigned to the Operations Bureau that involve any costs, (no travel involved) must be submitted, via chain-of-command, to the Operations Bureau Training Committee.
      - (a). The Operations Bureau Training Committee will be composed of the three district Commanders (or their designees) and the Operations Major.
      - (b). The members of the Operations Bureau Training Committee will arrive at a consensus regarding each

request. If a consensus decision cannot be reached, the final decision will rest with the Assistant Chief of the Operations Bureau.

- (c). Training Request Authorization Forms approved by the Operations Training Committee will be forwarded to the Training Unit for approval and appropriate course registration.
- (2). Once reviewed and signed off by the Operations Bureau Training Committee, the Training Request Authorization Forms are to be forwarded to the Operations Bureau Assistant Chief's office for approval.
- (3). Training Request Authorization Forms submitted by members assigned to any bureau other than the Operations Bureau that involve any costs (no travel involved) must have proper approval of the employee's unit chain-of-command to their A/Chief's office.
- (4). Once approved by the employee's A/Chief, the forms shall be forwarded to the Training Unit.
  - (a). The Training Unit Sergeant shall review the Training Request Authorization Forms for budgetary compliance and process as follows via the Support Services Bureau chain of command:
    - 1). Up to \$499 requires approval of the Training Unit Sergeant.
    - 2). \$500 and over requires review by the Training Unit Sergeant and the approval of the Support Services Bureau.
- (5). Once approved, the Training Request Authorization Forms shall be forward to the Training Unit Sergeant for assignment of funding source and registration. The Training Unit shall notify the student and their immediate supervisor for scheduling purposes, and to ensure attendance.
- (6). Approved Training Request Authorization Forms for any training course with costs (excluding in-service training) must be received by the Training Unit at least thirty (30) days prior to the first day of class. Any exceptions must include the approval of the Support Services Bureau Assistant Chief or Chief of Police.
- (7). Upon receipt of an approved Training Authorization Form (with attachments), the Training Unit will register the department member for the class. The Training Unit will immediately forward the original copies of the approved Training Request Authorization Form (with attachments) to the Finance Unit.
- (8). Upon receiving copies of the approved Training Request Authorization Form (with attachments), the Finance Unit will

initiate a Requisition Authorization (RA) for payment of the course registration fee. The generated RA will be forwarded to the City's Procurement Department for processing.

**D. TRAINING REQUEST AUTHORIZATION FORM (TRAF) - TRAVEL REQUIRED**

1. Any department member wishing to attend a training course, conference or seminar which includes travel must complete a Training Request Authorization Form (Z-518) and attach any flyers, brochures and registration forms related to the event. The employee must meet with the Travel Coordinator for their Division to complete a Travel Request Memo, which will show the total cost for training and travel. Once the Training Request Authorization Form and Travel Request Memo are completed, the entire packet will then be sent for approval via chain-of-command beginning with the department member's immediate supervisor.  

The Division Secretary will direct the employee to the Travel Coordinator for their division.
2. Once approved by the traveler's chain of command and/or the training committee, the Training Request Authorization form will then be forwarded to the Assistant Chief of the traveler's Bureau for approval.
3. Once approved by the traveler's bureau Assistant Chief, regardless of the amount of costs, the packet will be forwarded to the Support Services Bureau Major for review and signature.
  - a. The Bureau Chief will assign the appropriate Index and Sub-Object code to the memo for the travel if not training or recruiting related.
  - c. The Support Services Bureau Major will assign the appropriate Index and Sub-Object code to the memo for ALL travel related to training and recruiting.
  - d. The packet will then be forwarded to the Assistant Chief of the Support Services Bureau for review and signature.
4. Once approved by the Assistant Chief of the Support Services Bureau, the packet (approved Training Request Authorization form and flyers, and approved Travel Request Memo) will be forwarded to the Chief of Police or his designee for approval and signature.
5. Once approved by the Chief of Police or his designee, the packet (approved Training Request Authorization form and flyers, and approved Travel Request Memo) will be forwarded to the Training Unit for registration.
6. The Training Unit will contact the appropriate Travel Coordinator for them to finalize travel arrangements.
7. The approved Training Request Authorization Form (with attachments) and approved Travel Request Memo must be forwarded to the Training Unit at least 30 days prior to the date of departure. Any exceptions must include the approval of the Support Services Bureau Assistant Chief or Chief of Police.

8. Upon receipt of the approved Training Request Authorization Form (with attachments) and approved Travel Request Memo, the Training Unit will register the department member for the course.
9. The Training Unit will immediately forward the original approved Training Request Authorization Form (with attachments), and original approved Travel Request Memo to the Police Finance Unit. Copies will also be forwarded to the originating Travel Coordinator.
10. Upon receiving the originals of the approved Training Request Authorization Form (with attachments), and the approved Travel Request Memo, the Police Finance Unit will initiate a Requisition Authorization (RA) for payment of the course registration fee. The generated RA will be forwarded to the City's Procurement Division for processing.
11. Upon receiving the copies of the approved Training Request Authorization Form (with attachments), and the approved Travel Request Memo, the originating Travel Coordinator will complete the City Travel Request Form and arrange applicable airfare, hotel accommodations, car rental, per diem, etc. The completed City Travel Request Form with all supporting documentation attached, will be signed by the traveler, and then forwarded to the Support Services Bureau Captain for review and approval. The approved travel / training documents will then be returned to the originating Travel Coordinator to make a copy of package, then forward the originals to the City's Procurement Division for processing.
12. Upon return, the traveling department member will provide his/her Travel Coordinator all applicable travel receipts to include: airfare, hotel, car rental, gas, parking, etc. The Travel Coordinator will complete the City Travel Expense Certificate (form F-168), attach all applicable travel related receipts, obtain signature of the traveler and Support Services Bureau Major, make a copy of package, and forward the originals to the City Finance Division for reconciliation.

**E. TRAINING / TRAVEL RECEIVING GRANT FUNDING**

1. If travel is grant funded, the completed Travel Request Certificate form will be sent to the Grant Coordinator for Public Safety or designee for their approval. Grant Coordinator for Public Safety or designee will forward the completed City Travel Certificate Form with all supporting documentation to the City's Procurement Department for processing.
2. If any portion of the training conference, seminar or travel involves a Grant, the Grant Coordinator for Public Safety or designee must sign the travel form prior to the memo going to the Support Services Bureau and the Finance Office.
3. If any portion of the training, conference, seminar or travel is grant funded, the training committee or appropriate bureau assistant chief will forward the completed Training/Travel packet to the Grant Coordinator for Public Safety or designee office for their approval and the insertion of the Index and Sub-Object codes. The Grant Coordinator for Public Safety or designee will forward the completed City Travel Request Form with all supporting documentation to the Support Services Bureau for approval and dissemination as explained above.

4. Any deviations from the original Travel Packet must be pre-approved by the Grant Coordinator for Public Safety.

## **F. ATTENDANCE**

1. Training is an important activity for every member of the Department. Any absence from a mandatory training assignment as well as any substitutions of students or cancellation of training will require prior approval from your Bureau Major.
  - a. Any absence from training without proper approval shall be declared an unauthorized absence and shall be investigated by the employee's command.
  - b. The Bureau Major will ensure that the Training Unit is notified prior to the class, of any approved absences or substitution.
2. Any unauthorized absences from training shall be handled in the following manner:
  - a. The Training unit shall complete a Complaint Control Form and forward it, along with any other supporting documentation, to the Office of Internal Affairs.
  - b. The Office of Internal Affairs shall record the Complaint Control Form and forward it to the appropriate Bureau Assistant Chief for investigation.
3. When attending training outside of the Police Department, students are responsible for ensuring the Training Unit receives a copy of the certificate of completion for the employee's training file. The certificate is the verification that the student attended and completed the training. Failure to provide the Training Unit with the certificate within thirty (30) days of completion of the training shall lead to the student's Assistant Chief being notified. The student's Assistant Chief shall direct the student to provide the Training Unit with a certificate within a reasonable time frame.

## **G. MANDATORY TRAINING**

1. All sworn officers, permanent and reserve, must successfully complete all of the mandatory training courses required by the Florida Criminal Justice Standards and Training Commission, federally mandated training courses, and training required by the Commission for the Florida Law enforcement Accreditation (CFA).
2. The Training Unit will maintain a list of all State and federally mandated training courses for all sworn and civilian personnel.
3. The Training Unit will maintain the training records for all department personnel to include:
  - a. An inventory of mandatory training classes attended by department members; and
  - b. A log of mandatory retraining hours accumulated by each department member.

4. It shall be the responsibility of each department employee to ensure they attend the required training courses and accumulate the mandatory retraining hours required by the State of Florida.

## **H. SPECIAL POSITIONS**

1. Certain positions within the Police Department require specialized training in addition to orientation and prior to the employee assuming their job responsibilities. The Training Unit will maintain a list of positions with special training needs in their Standard Operating Procedures.
2. It shall be the responsibility of the employee's supervisor to ensure that employees assigned to positions requiring specialized training receive the training prior to assuming their job responsibilities.
3. Refer to the Training Unit Standard Operating Procedures for additional information.

## **I. LESSON PLANS**

1. As the central repository for all Departmental training documentation, the Training Unit shall be responsible for maintaining ALL lesson plans within the Department. The Support Services Bureau Captain will approve all lesson plans prior to training commencement.
  - a. All in-house training will have a written lesson plan approved by the Support Services Bureau Captain.
  - b. Specialized units conducting their own in-house training will create and approve their lesson plans based on the approved lesson plan format and will forward a copy of the lesson plan to the Training Unit to be filed.
  - c. Specialized unit lesson plans will be approved by the respective unit commanders.
    - (1). The Training Unit Sergeant will review all lesson plans for correct formatting and ensure compliance with CJSTC and Accreditation requirements.
    - (2). The Training Unit Sergeant will ensure that appropriate safety protocols are documented and in place for high liability training.
    - (3). Any significant adjustments made during the training event to meet the needs of the day are at the discretion of the unit commanders and shall be documented as soon as practical following the training event.

All firearms training will be in compliance with the Firearms Training Policy 114.4. All training will be conducted in compliance with the Training Unit's Standard Operating Procedure.

## **J. FIELD TRAINING OFFICER (FTO) PROGRAM**

1. The Fort Lauderdale Police Department has established a Field Training Officer (FTO) Program. The primary objective of the FTO Program is to produce an employee who can perform their required duties in a safe, skillful and professional manner. The program is considered an integral part of the total selection process for all officers and Public Safety Aides. The FTO Program Manual specifies the method for instruction.
2. In order to serve as an FTO, a Department member must successfully complete a certified 40-hour Field Training Officer course. The course must be based on the Department approved Field Training Officer Program model.
3. Desirable Secondary training prior to or upon selection:
  - a. Instructor Techniques Course
  - b. Basic Supervision
4. The Field Training Officer training curriculum shall be contained in the Training Unit Standard Operating Procedures.

## **K. REMEDIAL TRAINING**

1. The need for remedial training may be determined by any employee's action or inaction which is in violation of Police Department rules, regulations, Florida State Statutes, or the failure to maintain minimum standards as prescribed by department policy, Florida State Statutes, or the FDLE Standards and Training Commission. The need for remedial training may also be determined by an employee's substandard or unsatisfactory performance.
2. If the need for remedial training is noted, a supervisor shall request such training in writing to the Training Unit. The request will clearly state the circumstances, the reason for the training and what type (in-house, CJI) remedial training is needed.
3. Additionally, an individual employee who recognizes a deficiency in their performance can request remedial training through their appropriate chain-of-command.
4. A request for remedial training shall be made as soon as possible after the deficiency is noted and the training will be scheduled at the earliest possible date.
5. If an employee's actions or inaction may cause a potential risk of personal harm to the employee or other person or persons because of substandard or inadequate performance, the employee shall be reassigned to administrative duties until remedial training is available.