

# 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 Montana Public Safety Officer Standards and Training (POST) Council training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

## 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 POST 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 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 address all required training.

### 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

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(b) State-mandated training:

1. Members of the Department must successfully complete a discipline-specific basic course at the Montana Law Enforcement Academy (MLEA) or a POST-approved equivalent and successfully complete a full year of discipline-specific employment with the agency before being issued a basic certificate.
  - (a) The discipline-specific basic course must be completed within one year of a member's initial appointment unless the member is ordered to military duty (§ 44-4-404, MCA). The POST Council may extend this one-year time frame upon written request by the officer and the Department but it may not be extended for more than 180 days (§ 7-32-303, MCA).
2. Members of the Department must successfully complete a minimum of 20 hours agency in-service or POST-approved training every two calendar years (ARM 23.13.801).
3. Members of the Department must successfully complete any applicable re-certification training as mandated for the use and deployment of firearms (ARM 23.13.805).

### **203.6 TRAINING COMMITTEE**

The Training Sergeant may establish a Training Committee, on a temporary or as-needed basis, which will assist with identifying training needs.

The Training Committee should be composed of at least three members, with the senior ranking member of the committee acting as the chairperson. Committee members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Sergeant may remove or replace members of the committee as needed.

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 an incident. Specific incidents the Training Committee should review include, but are not limited to:

- (a) Any incident involving the death or serious injury of a member.
- (b) Incidents involving a high risk of death, serious injury or civil liability.
- (c) Incidents identified by the Department to determine possible training needs.

The Training Committee should convene on a regular basis, as determined by the Training Sergeant, 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 Training Sergeant. The recommendation should not identify specific facts of any incidents, such as identities of members involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Training Sergeant will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and the available resources. Training recommendations as determined by the Training Sergeant shall be submitted to the command staff for review.

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### **203.7 TRAINING ATTENDANCE**

- (a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to:
  - 1. Court appearances.
  - 2. Sacred Vacation
  - 3. MPAT Comp Time.
  - 4. Illness or medical leave.
  - 5. Physical limitations preventing the member's participation.
  - 6. Emergency situations or department necessity.
- (b) Any member who is unable to attend training as scheduled shall notify his/her supervisor as soon as practicable but no later than one hour prior to the start of training and shall:
  - 1. Document his/her absence in a memorandum to his/her supervisor.
  - 2. Make arrangements through his/her supervisor or the Training Sergeant to attend the required training on an alternate date.

### **203.8 DAILY TRAINING BULLETINS**

The Lexipol Daily Training Bulletins (DTBs) are contained in a Web-accessed system that provides training on the Missoula 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 the login credentials assigned to them by the Training Sergeant. Members should not share their password with others and should frequently 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.

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#### **203.9 TRAINING RECORDS**

The Training Coordinator is responsible for the creation, filing and storage of all training records. Training records shall be retained in accordance with the established records retention schedule.

#### **203.10 TRAINING REQUESTS / PROCEDURE**

Personnel wishing to request training shall adhere to this [accompanying procedure](#). See [attachment: Blank Officer Training Request Form.xlsm](#)

## **Attachments**

## **Blank Officer Training Request Form.xlsm**