

## ILLINOIS STATE POLICE DIRECTIVE PER-012, EDUCATION AND TRAINING

<b>RESCINDS:</b> PER-012, 2012-063, revised 08-28-2012.	<b>REVISED:</b> 09/08/2015 <b>2015-069</b>
<b>RELATED DOCUMENTS:</b> ADM-020, OPS-009, OPS-040, OPS-046, OPS-057, ORD-002, PER-014, PER-041, PER-045, PER-063, ROC-002	<b>RELATED CALEA STANDARDS:</b> 22.2.2, 33.1.4, 33.1.6, 33.1.7, 33.4.3, 33.5.1, 33.5.2, 33.6.1, 33.7.1, 33.8.1, 33.8.2, 33.8.3, 46.3.4

### I. POLICY

The Illinois State Police (ISP) will attempt to improve job skills and advance employee careers by providing training programs and educational opportunities for all personnel.

### II. RESPONSIBILITIES

II.A. The Director is responsible for approving all general areas of ISP training and the selection of students to attend Administrative Management Schools.

II.B. The ISP Academy is responsible for:

II.B.1. Developing, preparing, coordinating, and evaluating all ISP training programs (Academy staff may collaborate with other ISP entities on technical training such as telecommunications, computer software, or forensic science).

II.B.2. Developing, evaluating, and certifying instructors.

II.B.3. Coordinating the application and recommendation processes of students for Administrative Management Schools.

II.B.4. Serving as the training resources clearinghouse for ISP employees, and coordinating the Intranet Career Development website at <http://home.statepolice.il/careerdev/index.htm>.

II.B.5. Maintaining computerized records associated with employee participation in training programs.

### III. DEFINITIONS

III.A. Administrative Management Schools - career development training for executive level supervisors (Master Sergeants and above and equivalent code personnel).

III.B. Code employee in-service training - training that focuses on topics such as collaborative problem-solving, team building, policy review, and other topics relevant to high job performance and efficiency.

**NOTE:** Code employees in a police officer or Inspector position shall conduct annual training, at minimum, to cover significant policy and procedural changes, legal updates, required recertification programs, and other courses deemed appropriate by the Director of State Police.

III.C. Declaration of Interest to Attend Administrative Management School, form ISP 1-172 (available in the ISP Document Library at <http://maphome/documentlibrary/>) - an application form for qualified ISP personnel to complete when applying for Administrative Management Schools (for further information refer to the note in paragraph IV.B.6.b.).

III.D. New employee training may include, but not be limited to:

III.D.1. Self-paced employee instructional material (the ISP Code Employee Handbook, etc.)

III.D.2. Basic classroom and practical instruction provided at the Academy or other locations

- III.E. Self-improvement programs - any course of instruction related to the employee's position or assignment and selected by the employee or the employee's supervisor. These training programs may be given by the Department or by a private or public organization.
- III.F. Specialized training - training provided by the Department, as needed, for personnel assigned to specialized duties such as crime scene investigation, canine handling, tactical response, etc.
- III.G. Supervisory and management training - career development training for entry-level, mid-level, and executive level supervisors, as well as non-supervisory personnel preparing for supervisory duties.
- III.H. Sworn employee in-service training:
  - III.H.1. Annual training, at a minimum, covers significant policy and procedure changes, legal updates, required recertification programs, and other courses deemed appropriate.
  - III.H.2. Shift briefing training is quarterly training provided to all sworn employees via the Learning Management System (LMS) (<http://lms.ileas.isp.state.il.us>), that informs personnel about new laws, technological improvements, and revisions in agency policy, procedures, rules, and regulations.

#### IV. PROCEDURES

- IV.A. Mandatory Annual Training (sworn personnel/code employees in a police officer or Inspector position)
  - IV.A.1. The following is a list of mandatory annual training:
    - IV.A.1.a. Control and Arrest Tactics training (see ISP directive OPS-046, "Use of Force")
    - IV.A.1.b. Ethics training (see 5 ILCS 430/5-10, "State Officials and Employees Ethics Act")
    - IV.A.1.c. Firearms qualifications and training (see ISP directive ORD-002, "Firearms Training and Qualification")
    - IV.A.1.d. First Responder/Cardiopulmonary Resuscitation/Automatic External Defibrillator/Bloodborne Pathogens training (see ISP directives OPS-009, "Bloodborne Pathogens," and OPS-040, "Emergency Medical Services/First Responder/Basic Life Support for Healthcare Providers")
    - IV.A.1.e. First Responder Awareness Level, or higher, and Hazardous Materials training (see ISP directive OPS-057, "Hazardous Material Incidents")
    - IV.A.1.f. Physical Fitness Inventory Testing (P.F.I.T.) or Physical Ability Test (P.A.T.) (see ISP directive PER-045, "Wellness Program")
    - IV.A.1.g. Training deemed necessary by the Director
    - IV.A.1.h. Other federal or state mandated training
  - IV.A.2. Employees are responsible for completing their mandatory training and ensuring completed training is accurately reflected on their LMS training transcript.
  - IV.A.3. Supervisors are responsible for ensuring subordinates complete mandatory annual training in accordance with ISP directive ROC-002, "Rules of Conduct," paragraph III.B.1.
  - IV.A.4. Failure to complete any of this annual training subjects the officer to disciplinary procedures.

IV.B. Types of Career Development Training

IV.B.1. New employee training

IV.B.1.a. Sworn employees - newly appointed Cadets will receive the following training:

- IV.B.1.a.1) A Cadet Training Program established by the Academy that includes curricula based on tasks associated with the duties of officers and uses evaluation techniques designed to measure competency in the required skills, knowledge, and abilities
- IV.B.1.a.2) Remedial training, if necessary, that includes the criteria and circumstances used to determine the need for remedial instruction, the training timetables, and the consequences of participation or non-participation by affected personnel
- IV.B.1.a.3) A Field Training Program, supervised by a Field Training Officer, to begin after successful completion of the Cadet Training Program

IV.B.1.b. Code employees - all new code employees will receive an ISP Code Employees Handbook that contains:

- IV.B.1.b.1) Information about the Department's mission, goals, policies, and procedures
- IV.B.1.b.2) Working conditions and regulations
- IV.B.1.b.3) Responsibilities and rights of employees

IV.B.2. In-service training

IV.B.2.a. Sworn personnel/code employees in a police officer or Inspector position will receive:

- IV.B.2.a.1) Annual training
- IV.B.2.a.2) Quarterly Law Update training – to be completed on LMS
- IV.B.2.a.3) Monthly Law Bulletin training – to be completed on LMS
- IV.B.2.a.4) Quarterly shift briefing training – to be completed on LMS
  - IV.B.2.a.4)a) Divisions are encouraged to develop and disseminate shift briefings specific to their needs. Division training will be in addition to the shift briefing training provided by the Academy.
  - IV.B.2.a.4)b) Additional training/information may be disseminated from other origins such as Statewide Terrorism and Intelligence Center (STIC) bulletins and ISP Directives/Field Manual updates.

IV.B.2.b. Code personnel will receive in-service training, via Lotus Notes or LMS, provided by the Academy.

- IV.B.2.b.1) Training may also be distributed to code personnel from additional origins: such as distant-site video conferencing and on-site course facilitation, as permitted.
- IV.B.2.b.2) Supervisory personnel within each work location will evaluate the code employee in-service training to ensure quality of training and personnel compliance. Supervisory personnel are also responsible for maintaining code employee in-service training records at each work location.
- IV.B.2.b.3) Divisions are encouraged to develop and disseminate in-service training specific to their own needs. This Division training will be in addition to the code in-service training provided by the Academy.

IV.B.3. Self-improvement programs/training

- IV.B.3.a. Personnel are encouraged to seek out job-related programs and training.
- IV.B.3.b. Supervisors must first approve training selected by the employee.
- IV.B.3.c. Training approval is contingent upon funding availability and department needs.

IV.B.4. Supervisory training

Personnel who are newly promoted, occupying, or preparing for positions requiring supervisory skills will receive:

- IV.B.4.a. Appropriate training from the Academy, or other supervisor approved training, within one year following their elevation to a new rank or position assignment.
- IV.B.4.b. Job task specific training in accordance with a training plan developed by the immediate supervisor. Training may include, but is not limited to:
  - IV.B.4.b.1) College level examination programs
  - IV.B.4.b.2) In-service training
  - IV.B.4.b.3) ISP Mentoring Program
  - IV.B.4.b.4) Myers-Briggs Type Indicator Testing
  - IV.B.4.b.5) 360-Degree Feedback Instruments
  - IV.B.4.b.6) Specific job task training by co-workers or supervisors. (Training of this nature will be documented and retained in work location personnel files.)

**NOTE:** Non-supervisory personnel must be referred/approved by their immediate supervisor to receive supervisory training.

| IV.B.5. Administrative Management Schools

| Mid-level supervisors (Master Sergeants and above, and equivalent code personnel) will receive management and/or leadership training. Training may include, but is not limited to:

- IV.B.5.a. Job specific training/familiarization
- IV.B.5.b. Rater training, including career counseling issues
- | IV.B.5.c. Training at this level may include, but is not limited to:

- IV.B.5.c.1) Coaching Skills
- IV.B.5.c.2) Command Officer training
- | IV.B.5.c.3) Federal Bureau of Investigation National Academy (FBINA)
- IV.B.5.c.4) Labor relations training
- | IV.B.5.c.5) Police Executive Role in the 21<sup>st</sup> Century
- | IV.B.5.c.6) Promotional School
- IV.B.5.c.7) School of Police Staff and Command at Northwestern University Traffic Institute (SPSC)
- IV.B.5.c.8) Executive Management Program (EMP)
- IV.B.5.c.9) Supervision of Police Personnel (SPP)

| **NOTE:** Management courses mentioned in paragraphs IV.B.5.c.1 and IV.B.5.c.5 are available through the Academy as fiscal funding allows. Interested persons should check with the Administrative Bureau, ISP Academy, to determine course availability.

| IV.B.6. Administrative Management Schools (coordinated by the Academy)

- | IV.B.6.a. Executive level supervisors (Master Sergeants and above, and equivalent code personnel) may receive any training deemed appropriate by their chain-of-command and as allowed within fiscal year funding.

IV.B.6.b. Each executive level supervisor's chain-of-command will recommend a training plan. Training at this level may include, but is not limited to:

- IV.B.6.b.1) FBINA
- IV.B.6.b.2) Leadership Institute
- IV.B.6.b.3) SPSC
- IV.B.6.b.4) EMP

**NOTE:** Personnel meeting the requirements may apply for administrative management training upon receipt of a Lotus Notes announcement regarding specific schools/times by completing an application (Declaration of Interest to Attend Administrative Management School, form ISP1-172, available in the ISP Document Library at <http://maphome/documentlibrary/>), and attaching the application to the announcement, within specified deadlines. Individuals can learn more about the training by visiting the Intranet Career Development website: <http://home.statepolice.il/careerdev/index.htm>.

#### IV.B.7. Specialized training

IV.B.7.a. The Department will provide, as needed, specialized education and training for personnel who are assigned to specialized duties.

IV.B.7.b. Specialized training will begin within a reasonable time following assignment.

IV.B.7.c. Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) training for Master Sergeants and above and for code supervisors is mandatory. See ISP directive ADM-020, "Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) Accreditation," for training requirements.

IV.B.7.d. Employees will make requests for specialized training through their chain-of-command to the appropriate Commander/Bureau Chief/Laboratory Director.

#### IV.C. Records of Training

##### IV.C.1. Computerized records

All ISP personnel will have an individual, computerized training and education record maintained at the Academy on all training and education (including web-based training (WBT)) except those records the Academy has agreed in writing should be maintained in the files of a specific unit or office. The records, at a minimum, should include:

- IV.C.1.a. Name/title of training/education
- IV.C.1.b. Date(s) of training/education
- IV.C.1.c. Type(s) of training/education
- IV.C.1.d. Test scores (if any)
- IV.C.1.e. Attendance records
- IV.C.1.f. Certificate(s) of training/education received

##### IV.C.2. Employee responsibility

IV.C.2.a. Employees who receive job-related training or education outside the Academy that was not recorded on an Academy Registration Form, ISP 7-7, (this form is completed while attending classes at the Academy and available in the ISP Document Library at <http://maphome/documentlibrary/>) and wants the information to be added to their training and education record must submit proof of completion to their LMS Group Administrator.

IV.C.2.a.1) A Training/Education Record form, ISP 7-37, for each training program or education program completed (including web-based training). This form is available in the ISP Document Library at <http://maphome/documentlibrary/>.

- IV.C.2.a.2) A copy of the certificate awarded for each training program or education program completed, and for any web-based training completed.
- IV.C.2.a.3) A copy of the training program overview, dates of training, location of training, and hours of instruction.
- IV.C.2.b. Employees are responsible for ensuring their LMS training transcript is correct.
  - IV.C.2.b.1) Personnel may request a copy of their training and education record by memorandum or electronic mail to the Academy Educational Services Bureau.
  - IV.C.2.b.2) If discrepancies are noted or additions needed, employees will provide the correct information and/or forward additional certificates or program overviews for inclusion in their training and education record.
  - IV.C.2.b.3) After departure of any personnel from the Department, no further additions will be made to their training and education record.
- IV.C.3. The LMS Group Administrators will:
  - IV.C.3.a. Post to each employee's LMS training transcript information received from personnel who submit Training/Education Record forms, training certificates, and/or program overviews as a result of training completed outside the department.
- IV.C.4. ISP Instructors will:
  - IV.C.4.a. Post to each employee's LMS training transcript all records associated with the training they provide and ensure they include their name as the instructor on the LMS.
- IV.C.5. The ISP Academy will:
  - IV.C.5.a. Maintain electronically or on microfilm, records for individuals from other agencies who attend ISP-sponsored training and register on an Academy Registration Form.
  - IV.C.5.b. Destroy Training/Education Record forms and associated documents after they are posted in the training and education records database or LMS training transcript.

| Indicates new or revised items.

**-End of Directive-**