

13.101 TRAINING MEMOS AND VIDEOS

Information:

Training Memos are designed to bring timely information to the attention of Police Department personnel. They impart information in narrative form to all personnel. This helps the Department meet training needs as they are identified. Training Memos suggest best methods of performing functions or describe services available to the Department from outside agencies. They assist personnel in using the latest accepted techniques in carrying out Department procedure.

Policy:

Training Memos will be written to conform to the mandates of procedure but should not refer to procedure by number. Training Memos may at times elaborate upon procedure in methods of carrying out the Department mission.

Procedure:

A. Department Personnel:

1. Sworn personnel must be familiar with all current Training Memos and know the contents of these training documents.
2. If any Department member recognizes a need for training that could be accomplished through a Training Memo or video, or a shortcoming with a current Training Memo or video, he should forward the information/suggestion on a Form 17 through channels to Training Section.

B. Training Section:

1. The Training Section Commander is responsible for determining the training needs of the Department.
2. Training Section will conduct an annual review of all Training Memos and videos ensuring they are valid and current.
3. Producing Training Memos and Videos
 - a. Training Section will create/revise/delete Training Memos and videos as a result of:
 - 1) A Form 17 from a Department member, endorsed and approved by the Chief, suggesting a change in a current Training Memo or video, or the need for an additional Training Memo or video.
 - 2) A determination by the Training Section Commander of a training need that would be met most appropriately in a Training Memo or video.
 - 3) An annual review of Training Memos and videos conducted at Training Section.

- b. When producing/revising Training Memos and videos, Training Section will request input from the affected unit(s).
 - 1) The affected unit(s) will be responsible for providing information to assist Training Section staff.
 - 2) Training Section will complete the final document to assure it meets training guidelines.
 - c. Coordinate with Planning Section to ensure the concepts of the Training Memo or video are not in conflict with current policy, procedure, statutes, or ordinances.
4. Staffing the Training Memo
- a. When a Training Memo is written/revised, the Training Section will request staffing, by Chief's memo, for comments from:
 - 1) Planning Section
 - 2) All Bureaus
 - 3) Fraternal Order of Police
 - 4) Other appropriate agencies outside the Department (for coordination/input)
 - b. After all staffing responses are received, they must be evaluated. Retain all responses for future reference.
 - c. Appropriate changes will be made as a result of the staffing process, and submitted to the Police Chief for approval.
 - 1) If numerous or major changes are made as a result of the staffing process, restaff the Training Memo as outlined in Section 4.a. above.
5. Distribution
- a. After approval by the Police Chief, the new/revised Training Memo will appear in the Department Staff Notes for official notification of Department personnel.
 - b. Training Section will ensure distribution to all sworn personnel.
 - c. When a Training Memo is deleted, a Staff Note Item will be published as official notification of Department personnel.
- C. Master Training Memo Book:
1. Training Section maintains the Department's Master Training Memo Book containing:
 - a. All current, valid Training Memos with revision dates.

- b. All deleted/invalidated Training Memos with dates of deletion and notation briefly indicating reason for invalidation/deletion.
- 2. Each district/section in the Department maintains a book containing all current and valid Training Memos.