

	KANSAS CITY, MO POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	PERSONNEL POLICY	02/13/2015	02/13/2015	930-3
SUBJECT			AMENDS	
Policy Series 900: General 930 – Training Requirements and Records				
REFERENCE		RESCINDS		
RSMo 590.115 & 109.255 MO Code of Regulations Title 11 CSR 75-11.010 – 11.080		930-2		

I. INTRODUCTION

This written directive establishes guidelines and procedures with regard to training requirements and training records for all department members.

II. TERMINOLOGY

- *A. **Continuing Law Enforcement Education (CLEE)** – Includes both POST and Non-POST courses, college courses, and military training. Sworn members are eligible to receive Missouri Peace Officer Standards and Training (POST) credit, as long as the course meets Missouri POST requirements. Sworn members within the state of Missouri can receive credit for an out-of-state class/course as long as that particular state is Missouri POST approved.
- B. **Course ID** - A number assigned by the Professional Training Section (PTS) for identification of training courses or programs.
- C. **Department Training** - Denotes any training instructed or coordinated by the department (e.g., in-service training, roll call training, automated timekeeping).
- *D. **Interpersonal Perspectives** – One of the four core curricula areas required by POST. This area of training focuses on communication skills such as, cultural diversity training, ethics, conflict management, victim sensitivity, and stress management.
- *E. **Legal Studies** – One of the four core curricula areas required by POST. This area of training focuses on updates or familiarization concerning federal, state and local criminal law or legal issues.
- F. **Outside Training** - Denotes training provided to members away from the department, (e.g., college courses, seminars in another city, FBI National Academy).
- G. **Roll Call/Element Specific Training** - Denotes training instructed by and presented at elements to address their specific needs.
- *H. **Skill Development** – One of the four core curricula areas required by POST. This area of training focuses on activities that develop physical skill proficiency such as defensive tactics, firearms or driver training.

- *I. **Technical Studies** – One of the four core curricula areas required by POST. This area of training focuses on specialized studies or activities which directly relate to the job description, including First Aid or CPR training.
- J. **Training Coordinator** - The instructor or any member responsible for scheduling and organizing department training with instructors from inside and/or outside the department.
- K. **Training Records** - Documented job-related training received throughout a member's career including, but not limited to, in-service training, firearms training, roll call/element specific training, seminars/workshops, courses which are law enforcement related or for development of administrative skills taken at accredited colleges/universities. Not included in a training record are training seminars attended prior to employment.

***III. POLICY**

- A. All members are encouraged to seek out training and educational opportunities within and outside the department to enhance personal and professional growth and development.
- B. Training opportunities beyond POST mandated requirements are available to all members.
- C. The minimum requirement for continuing education for sworn and reserve members is mandated by Missouri Code of Regulations (Title 11 CSR 75-11.010 – 11.080) and facilitated through the Department of Public Safety.
 - 1. Sworn members are required to successfully complete and report forty-eight (48) hours of POST continuing law enforcement education and training every three (3) years with a minimum of four (4) hours in each of the four (4) core areas to maintain their POST certification.
 - 2. The four core areas are:
 - a. Legal Studies.
 - b. Interpersonal Perspectives.
 - c. Technical Studies.
 - d. Skill Development.
 - 3. POST requires each sworn member to obtain four (4) hours of firearms skill development and three (3) hours of racial profiling within the three (3) year audit cycle.
- D. Training records will be retained in accordance with the Missouri Secretary of State retention schedule as authorized by state statute. (RSMo. 109.255)

- E. Training records are individually identifiable personnel records (RSMo. 610.021). The Office of the General Counsel (OGC) or Human Resource Division (HRD) Director should be consulted before release of any member's training records.
- F. POST requires each sworn member to maintain their own file of all POST certified training.
- G. Department training conducted or sponsored by the department related to legal or liability issues and human resource/personnel issues must be reviewed by OGC and HRD to ensure it is accurate and provides up-to-date information.

IV. PROCEDURES

- *A. Members who are unable to attend any scheduled department training will notify their immediate supervisor as soon as possible.
 - 1. Members will forward an Interdepartment Communication, Form 191 P.D. (191) or memorandum through their chain of command to the Training Division requesting a new training date(s).
 - 2. Upon receipt, the Training Division will coordinate with the member(s) to reschedule their new training date(s).
- B. The PTS will:
 - 1. Assign a Course ID for all documented training.
 - 2. Develop and present annual in-service training, seminars, special courses and programs.
 - 3. Have entry and inquiry capabilities on all members.
- *C. Roll-Call/Element Specific Training
 - 1. The element supervisor/commander will have all roll-call/element specific training documented and forwarded to the PTS Administrative Assistant for entry.
 - 2. All training **must** be documented with the Training Division to include but not limited to the following:
 - a. Police vehicle operation.
 - b. Firearms or the use of firearms.
 - c. Response to Resistance options (e.g., capsicum, side handle baton, straight baton, crowd control).
 - d. Medical treatment or first-aid.

- e. Civil liability and risk management.
 - f. Court proceedings and testimonies.
 - g. Civil rights laws.
- D. Department Training
- 1. All training (POST and non-POST certified) conducted by the Training Division will require each member to sign or initial the sign-in sheet.
 - 2. Members **will not** sign or initial for other members.
- E. Outside Training (e.g., college course, seminar, military courses, FBI National Academy).
- 1. Outside Training Qualifying for POST Certification Credit
 - a. The member will contact the Training Division upon receiving approval/acceptance for a job-related seminar or training session to ensure POST eligibility requirements are met.
 - b. Upon completion, the member will forward a copy of the completion certificate for the seminar or program, or grade report for a college course, to the Training Division.
 - 2. The Training Division will assign a Course ID and enter it into the participant's record.
- *F. All Training Attended by Members Not Conducted by the Training Division
- *1. On all Non-Post training not conducted by the Training Division the following information must be included on an email or certificate for entry in the training records database:
 - a. Name, serial number, assignment, and rank/title of member.
 - b. Title of course or training (subject matter).
 - c. Dates, times, and location.
 - d. Total instructional hours.
 - e. Instructor's name.
 - f. Course synopsis/description.

2. Training hour credit may be obtained by various methods:
 - a. An hour of credit is granted for each fifty minutes of POST certified training attended. Training seminars conducted outside the department may also qualify as POST training, if formatting and the presenter meets certification requirements.
 - b. Two hours of credit are granted to an instructor for each hour of POST training taught with a maximum of twenty-four hours for this method, in any three-year period.
 - *c. Two hours of credit are granted for each hour of college course credit completed after January 1, 1996, in the areas of law enforcement studies, criminal justice or are for the development of law enforcement administrative skills and are received from accredited colleges/universities, with a maximum of eighteen hours for this method, in any three-year period.

*G. POST course certification protocol

1. Obtaining approval of Missouri POST credit for an individual CLEE course.
 - a. It is required that any applicant submitting an approved complete individual CLEE course must do so a minimum of thirty (30) days prior to the delivery date of the course to the PTS.
 - b. The Training Director/Designee may give approval less than thirty (30) days prior to the delivery date of the course.
2. For the purposes of granting Missouri POST credit to a class/seminar, the PTS will immediately be notified upon development of a new class/seminar or upon the determination that a re-occurring class/seminar will be taught in the future.
 - a. The notification will include:
 - (1) The class name.
 - (2) The number of hours.
 - (3) Date(s) and location of class/seminar.
 - b. Any class/seminar suggested or introduced by any department member will initially fall on that member to act as a liaison and remain the liaison for the entity producing the class/seminar unless otherwise determined by the PTS.

3. The class/seminar liaison will be responsible for co-coordinating the transfer of materials.
 - a. The POST documents will include the following:
 - (1) Instructor records.
 - (2) Learning objectives.
 - (3) Lesson plan.
 - (4) Source Documentation.
 - (5) Support documents.
 - (6) All training materials.
 - b. All POST documents will be received by the PTS no later than 30 (thirty) days prior to the date of the first class/seminar.

*H. Verification

1. Members may access their own training record and training history in the current training record management system. Members should refer to the User Guides located on the department intranet.
2. The Training Division will be responsible for the efficient and accurate entry and maintenance of training records for all members, POST or Non-POST.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this ___ day of _____, 2015.

Alvin Brooks
President

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