

2-5 TRAINING



HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

Bureau Order Number: 2-5

Subject: TRAINING PROGRAM

Effective Date:	09/01/1995	Last Date Revised:	05/06/2021
Last Date Reviewed:	05/06/2021	Next Review Date:	05/06/2022

I. CONCEPT AND ISSUES

A. PURPOSE

The Homicide Bureau will provide an ongoing relevant training program designed to achieve the following objectives:

- To use all training time as effectively as possible.
- To meet all state mandated training requirements.
- To meet all POST mandated training requirements.
- To meet all Departmental mandated training requirements.
- To enhance the effectiveness of the Homicide Bureau by increasing the skill, abilities, and/or awareness in relevant subjects of all Bureau personnel.
- To utilize special schools to maximum benefit.

B. BACKGROUND

Homicide Bureau prides itself on having the highest level investigators and it has always been imperative the highest levels of training and training compliance are maintained.

C. SCOPE OF POLICY

This policy is directed to all Homicide Bureau personnel along with any personnel working within the Homicide Bureau in any permanent or temporary capacity.

D. TRAINING

Homicide Bureau lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this order.

E. ACCOUNTABILITY

Operations Staff.

F. CONCLUSION

The intent of this policy is to establish procedure for the ongoing training of personnel at Homicide Bureau.

II. POLICY

Any deviation in the use of these orders will require the notification and approval of the Homicide Bureau Captain.

I. RESPONSIBILITIES

A. Bureau Commander has overall responsibility for the management of training. He/she provides guidance for development of the training program, allocates resources, and monitors and evaluates the results. He/she is specifically responsible for the training of Lieutenants and the Bureau staff as a team.

B. Bureau Training Lieutenant is responsible for the detailed planning and conduct of training. The Training Lieutenant must be cognizant of and provide for different levels of training reflective of the varying proficiency levels of individual deputies and each element within the Homicide Bureau. The training program must be multi-level in nature, dealing with both individuals and teams, and aimed at their relative levels of proficiency. The Training Lieutenant shall regularly inspect the conduct of training.

C. Bureau Training Lieutenant will maintain records of training including:

- Recurrent training presentation and recordation.
- Bureau's yearly training plan.
- Monthly training report to Division Headquarters.
- Mandated training (State, Department, Division and Court Ordered).
- Monthly training schedules, which shall include not only Bureau personnel being trained, but training given to other Units and agencies by Bureau personnel. This shall include the agency or Unit being trained, the approximate number of students, the training site, and the date of the training, the instructor and the person in charge of the training.
- Rosters of attendance at training.
- Lesson plans of all training provided by Bureau personnel.

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- Posting of Individual Training Records and the provision of assistance to Bureau Lieutenants and Sergeants in conducting training.

The training Lieutenant is also responsible for the following:

- Develop, plan, prepare, conduct and evaluate training in specific subject areas.
- Proactively institute training areas where need is demonstrated. This training is not limited to the published Training Schedule.
- Establish and maintain a Graphic Aids Library, which shall include videos, slides, overheads, posters, and other aids to enhance instruction and retention of training.
- Establish and maintain liaisons with special organizations and counterparts in the civilian communities and encourage exchange of information.

D. Bureau Team Lieutenants shall:

- Plan, prepare and conduct training which is consistent with the yearly Training Plan and which addresses the needs of personnel.
- Submit a lesson plan or insure that one is on file for each skill area of training conducted.
- Submit an APIS Attendance Roster for each class conducted.
- Insure that scheduled training is completed and the results are reported.
- Insure that each investigator assigned completes Department mandated training, i.e., pistol requalification, and recurrent briefings.

II. MANDATED TRAINING

There are numerous mandated training classes with varying time requirements and frequency of completion. The State, P.O.S.T., court ordered, Department and Division all require unique mandated training, with courses often added. Classes which are ongoing and must be updated include:

- First Aid - 8 hours refresher every 2 years
- CPR - 4 hours refresher every 3 years
- Continuing Professional Training - 24 hours every 2 years (Sergeant and below must have 14 hours Perishable Skills)
- Range - Quarterly qualification
- Racial Profiling – Once every 5 years (13519.4(i) PC)
- Supervisor's Sexual Harassment – Every 2 years (AB 1825)
- Recurring Vehicle Pursuit – Every year (Lieutenant and below)

These, as well as numerous one time only mandated training courses, are all managed, tracked, scheduled and recorded by the Bureau Training Lieutenant.

III. UNIT OPTIONAL TRAINING

A. Unit optional training is normally intended to provide training that is not mandated, but a need is identified. These programs are often job specific and may include, but are not limited to:

- Seminars, Institutes, etc.
- Criminal Investigations Course
- Advanced Criminal Investigations Course
- Basic Homicide Investigation
- Advanced Homicide Investigation
- Blood Pattern Training
- Officer Involved Shooting Training
- Courses developed at the Unit level
- Interview and Interrogation Training
- Other outside vendor training

B. Participation in specialized training courses sponsored by other agencies and outside vendor training is encouraged. As these courses are of limited value if only those attending benefit, it is mandatory that any Homicide Bureau member attending outside specialized training be prepared to convey any newly learned methods, techniques, procedures, etc., to his/her fellow Bureau members.

IV. RECURRENT POLICY TRAINING

A. Recurrent Policy Training must be accomplished every 120 days. The policies which require regular training are:

1. Use of Firearms
2. Use of Code 3 and Pursuit Driving
3. Use of Force
4. Officer Survival
5. Code of Ethics
6. Service Oriented Policing

B. The method in which this information is delivered, received and ultimately documented is vital to the operation of this Department. Training on these topics must be accomplished in a manner that strengthens an individual's comprehension to the extent that he/she can confidently carry out policy objectives under emergency circumstances.

C. To measure an individual's understanding and ability to comply with a policy, a discussion centering on required performance standards must be initiated by the Team Lieutenant. That discussion must include a series of questions and answers designed to gauge the individual's understanding of policy requirements.

D. Testing on a selected policy area shall be conducted concurrent with the training process. Testing will include the following steps:

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1. On a quarterly basis during Team training sessions, supervisors shall pose questions structured to measure the employee's level of understanding of a particular policy.
2. Following this testing process, a discussion period designed to strengthen the learning process shall be led by the supervisor.
3. Sample test questions found in the Detective Division Orders may be utilized for the testing process. Additional questions should be developed by Team Lieutenants.
4. Supervisors must provide on-site remedial training for observed deficiencies and evaluate understanding of the required policies for subsequent supervisory certification of competence.
5. Recurrent training rosters documenting the date of training will be maintained by the Team Lieutenant.

E. Reference materials for training are located in the following documents:

1. MPP 3-10-200.00 - Use of Firearms and Deadly Force
2. MPP 3-01/300.00 – Deputy-Involved Shootings
3. MPP 3-10/440.00 – Homicide Bureau Responsibilities
4. MPP 5-09/200.00 Emergency Driving Policies
5. MPP 5-09/210.00 Pursuits
6. Guidelines for Discipline
7. MPP 3-10/010.00 – Use of Force
8. MPP 3-10/100.00 – Use of Force Reporting Procedures
9. Department Mission Statement
10. Department Core Value Statement
11. Force Training Unit Handouts
12. Training Bulletins and other related materials

V. SCHEDULED TRAINING CLASSES

A. Upon receiving a "Scheduled Training" memo from Headquarters training, the Homicide Bureau member will make every effort to attend the training class. If a conflict should arise where the Homicide Bureau member cannot attend the scheduled training prior approval must be obtained from the Training Lieutenant and a written notice will be presented listing the reason for non-compliance and must be submitted two days prior to the scheduled training.

B. Unforeseen attendance problem will occur such as, last minute subpoena summons, etc., whereas the Homicide Bureau member will be unable to make the 24 hour nonattendance notification to the Training Lieutenant. The Homicide Bureau member will telephone the Training Lieutenant as soon as possible and submit a memo within three days explaining the reason for non-attendance. In the case of a court appearance the memo will include the following information:

- Case File Number
- Name of the Court of Appearance

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- Name of the Judge
- Name of the handling Deputy D.A. & the Court Case Number.

C. Failure to comply with the aforementioned may result in disciplinary action.
