

1-3 Bureau Training Program

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **1-3**

Subject: **TRAINING PROGRAM**

Effective Date:	07/01/2008	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date	04/01/2022

I. **CONCEPT AND ISSUES**

A. **Purpose**

The purpose of this order is to provide guidelines to establish an ongoing and relevant training program designed to achieve the following objectives:

1. To use all training time as effectively as possible.
2. To meet all state mandated training requirements.
3. To meet all POST mandated training requirements.
4. To meet all Departmental mandated training requirements.
5. To enhance the effectiveness of the Narcotics Bureau by increasing the skills, abilities, and/or awareness, in relevant subjects, of all Bureau personnel.

6. To utilize special schools to maximum benefit.

B. Background

Training is a critical, ongoing responsibility of Bureau managers and supervisors. An effective training program enhances officer safety and individual competency, as well as reduces potential Departmental exposure to civil claims. This order delineates the specific responsibilities for accomplishing Bureau training mandates.

C. Scope of Policy

This policy applies to all Bureau personnel.

D. Accountability

All Bureau personnel are responsible for being aware of, and adhering to this order.

E. Conclusion

This policy is designed to delineate specific responsibility for accomplishing the Bureau's training mission and to ensure compliance with Departmental mandates in this area.

II. POLICY

A. Responsibilities

1. The Bureau Commander has the overall responsibility for the management of training. The Bureau Commander provides guidance for the development of the training program, allocates resources, and monitors and evaluates the results. The Bureau Commander is specifically responsible for the training of Lieutenants and the Bureau's staff as a team.

2. The Bureau Training Lieutenant is responsible for the detailed planning and conducting 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 Detail/Crew element within the Narcotics Bureau. The training program must be multi-level in nature, dealing with both individuals and details/crews, and aimed at their relative levels of proficiency. The Training Lieutenant shall regularly inspect the conduct of training.

3. The Bureau Training Sergeant and training staff will maintain records of training including:
 - Bureau's yearly training plan

 - 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 date(s), the instructor(s) and the person in charge of the training.
 - The attendance rosters
 - All approved and unapproved training absences
 - Lesson plans of all training provided by Bureau personnel
 - Posting of Individual Training Records and the provision of assistance to Bureau Lieutenants and Sergeants in conducting training

The Bureau Training Sergeant and training staff are also responsible for the following:

- Notifying the Training Lieutenant of any potential training deficiencies
- Making recommendations to the Training Lieutenant
- To develop, plan, prepare, conduct and evaluate training in specific subject areas as assigned by the Training Lieutenant.

- With the consent of the Training Lieutenant, proactively institute training where needs are demonstrated. This training is not limited to the published training schedule.
- Establish and maintain a Graphic Aids Library, which shall include videos, slides, overheads, computer generated presentations, posters, and other aids to enhance instruction and retention of training
- Establish and maintain liaisons with special organizations and counterparts in the civilian and military communities and encourage the frequent exchange of information

4. The Zone Lieutenants shall approve all training non-attendance by Zone personnel and provide this notification to the Training Sergeant and/or staff of the non-attendance in a timely manner.

5. The Bureau Crew Sergeants are responsible for a variety of training and instruction which include the following:

- Plan, prepare and conduct training which is consistent with the yearly Training Plan and which addresses the needs of their Crews
- Submit a lesson plan or ensure that one is on file for each skill area of training conducted
- Submit an APIS Attendance Roster for each class conducted
- Ensure that scheduled training is completed and the results are reported promptly to the training staff
- Ensure that each deputy assigned completes Department mandated training, i.e., trimester duty pistol qualification, M-4 and MP-5 qualification as needed, as well as recurrent briefings.

B. Mandated Training

There are numerous mandated training classes with varying time requirements and frequency of completion. The State, POST, and Department all require unique mandated training, with courses and frequency often changing. The following classes, as well as numerous "one time only" mandated training courses are all managed, tracked and scheduled by the Bureau training staff. Classes which are ongoing and must be updated periodically include:

- First Aid - 8 hours refresher every 3 years
- CPR - 4 hours refresher every 3 years
- Continuing Professional Training - 24 hours every 2 years
- Duty Weapon - Trimester qualification
- M-4 (AR-15) Qualification - 4 hours each year
- MP-5 Qualification - Quarterly Training, Trimester Live fire, Quarterly Simunition

C. Unit Optional Training

1. Unit optional training is normally intended to provide training that is not required, but where a specific need for the training has been identified. The available programs are often job specific and may include:

- Seminars, Institutes, etc.
- Criminal Investigations Courses
- Narcotics Investigation Courses
- Training for Trainers
- Advanced Weapons Training (M-4/AR-15)
- Driver's Training
- Officer Survival
- Tactical Training Courses

2. Participation in Unit Optional Training courses is highly encouraged. Often, this optional training only benefits the personnel attending. Therefore, those personnel attending may be asked to provide their learned training to their fellow Bureau members.

D. Recurrent Policy Training (Department rewrite is pending in this area)

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

- a. Use of Firearms
- b. Use of Code 3 and Pursuit Driving
- c. Use of Force
- d. Officer Survival
- e. Code of Ethics
- f. Service Oriented Policing

Although testing is required every 120 days, one of the aforementioned subjects will be briefed each month, according to the following schedule:

- a. Use of Firearms - January and July
- b. Code 3 and Pursuit Driving - February and August
- c. Use of Force - March and September
- d. Officer Survival - April and October
- e. Code of Ethics/Ethical Conduct - May and November
- f. Service Oriented Policing - June and December

2. 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 which strengthens one's ability to confidently carry out policy objectives under emergent Circumstances.

3. 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 Crew/Team supervisor. The discussion must include a series of questions and answers designed to gauge the individual's understanding of policy requirements.

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

a. On a trimester basis during Crew/Team training sessions, supervisors shall pose questions structured to measure the employee's level of understanding of a particular policy. These questions shall be in written form and shall be conducted on the following schedule:

- January - Use of Firearms
- April - Code 3 or Pursuit Driving
- August - Use of Force

b. Following this testing process, a discussion period designed to strengthen the learning process shall be led by the supervisor.

c. Written test questions should be used for the testing process and may be modified for use by the individual Units.

5. Supervisors must provide on-site remedial training for observed deficiencies and evaluate the understanding of the required policies for subsequent supervisory certification of competence. Certification must include the following information:

- a. Name of the individual receiving the training.
- b. Date of training.
- c. Type of policy training provided.

- d. Signature of the supervisor providing the training.
6. Rosters with certification information must be maintained by the Crew Sergeant for a period of three years.
 7. Each employee's test will be retained by the Crew Sergeant for one year.
 8. Due to the fact this training and the documentation is being conducted in a decentralized manner, it is the responsibility of the Zone Lieutenants to verify the documentation during crew biopsies.
 9. Reference materials for training are located in the following documents:
 - a. MPP 3-01/025.00 Use of Force
 - b. MPP 3-01/025.30 Use of Firearms
 - c. MPP 5-09/200.00 Emergency Driving Policies
 - d. MPP 5-09/210.00 Pursuits
 - e. Guidelines for Discipline
 - f. Detective Division Order #4-1 - Use of Force
 - g. Narcotics Bureau Order # 1-5 - Reporting Use of Force
 - h. Department Mission Statement
 - i. Department Core Value Statement
 - j. Training Bulletins and other related materials

E. Scheduled Training Classes

1. Upon receiving a "Scheduled Training" memo/e-mail from the training staff, the Narcotics Bureau member will make every effort to attend the training class. If a conflict should arise where the Narcotics Bureau member cannot attend the scheduled training, prior approval must be obtained from the concerned Zone Lieutenant. The Zone Lieutenant is responsible for notifying the Training Staff and ensuring that the appropriate documentation is prepared by the concerned employee.

2. Unforeseen attendance problems will occur, such as last minute subpoena summons, etc., wherein the Narcotics Bureau member will be unable to make a timely notification to the Training Staff. The Narcotics Bureau member shall telephone the training staff as soon as possible and submit a memo within three days explaining the reason for nonattendance. In the case of a court appearance the memo will include the following information:

- a. Case File Number
- b. Name/location of the Court of Appearance
- c. Name of the handling Deputy District Attorney
- d. The Court Case Number

ORIGINAL SIGNED

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU
