

# **CITY OF ANDERSON POLICE DEPARTMENT**

## **Anderson, South Carolina**

<b>DIRECTIVE TYPE</b> General Order	<b>EFFECTIVE DATE</b> August 9, 2011	<b>NUMBER</b> 1101.1
<b>SUBJECT</b> Training Attendance, Training Requests and Required Uniform	<b>REVISED</b> August 9, 2011	
<b>REFERENCE</b> SCLEA 2 <sup>nd</sup> Edition 8.1, 8.2, 8.5 and 8.10	<b>AMENDS/SUPERSEDES</b> All Others	
<b>DISTRIBUTION</b> All Personnel	<b>RE-EVALUATION DATE</b> Annual	<b>NO. PAGES</b> 4

### **A. Purpose**

To provide guidelines for insuring attendance by City of Anderson Police Department personnel at required training sessions, to provide a process for members of the City of Anderson Police Department to request training and to describe the appropriate uniform to be worn to training sessions.

### **B. Policy**

All training classes to which officers are assigned are mandatory unless otherwise specified. Any failure of an officer to attend or pass a scheduled training class must be immediately reported to the Chief of Police by the Training Coordinator. An absence from an approved or required training class should be addressed the same as required by the City of Anderson's attendance policy which governs work attendance. Officers may be excused from training classes for required court appearances and other absences as approved by their supervisor. Every effort will be made to provide "make-up-days" for excused absences, if the minimum amount of attendance has not been met otherwise. Upon successful completion of the training class, the member's training folder will be updated and a copy of the member's certificate of achievement (if issued) should be included in the folder. If a member completes a class "With Honors" or achieves a similar distinction of excellence, the Chief of Police will be notified as soon as is reasonably possible and the Chief of Police will determine if the City Manager and/or City Council should be notified in order to schedule public recognition of the member's achievement.

## C. Procedures

1. When officers are required to attend mandatory courses, the following requirements will be in effect:
  - a. Unless specifically directed otherwise, officers are required to wear the appropriate training uniform to training sessions.
    - (1) With prior approval from the Training Coordinator or the trainer-in-charge, officers may be allowed to wear their "regulation uniform" commensurate with their job assignment (i.e., uniform patrol, detectives) when attending any classroom training at the Police Department.
    - (2) With prior approval from the Training Coordinator or the trainer-in-charge, civilian attire may be worn when conducting proficiency training at another location such as at the Firing Range, etc.
    - (3) The training coordinator or the training coordinator's designee who proctors the training class(es) may inform the participants of the option to wear "plain clothes", such as business attire, casual clothing, etc. to training programs.
  - b. Attendance rosters will be completed on all in-house training sessions in order to recognize the successful completion of training programs.
    - (1) Excused absences must be rescheduled for the next available class, when feasible. Unexcused absences will be subject to disciplinary action, as may be deemed necessary.
  - c. Each calendar year, all sworn personnel will be required to participate in a mandatory minimum of one legal update, CDV update and a Blood Borne Pathogen refresher course.
  - d. Where training is mandatory, exceptions will be allowed for approved vacation leave or reasonable excuses, such as illness, personal emergency and court appearances.
  - e. Where law mandates training, the Training Coordinator will make necessary arrangements to schedule make up training.
  - f. In-Service Training Programs
    - (1) The purpose of in-service training is to keep personnel up-to-date with new laws, technological improvements, and revision in policy, procedures, rules and regulations.



- (2) The annual retraining program must be conducted in accordance with the requirements of the South Carolina Criminal Justice Academy and South Carolina state law.
- (3) Annual in-service training is required of all sworn personnel and may include both refresher and/or advanced instruction. In-service training includes but is not limited to firearms qualifications, E.V.O.C. Emergency Vehicles Operations Course/Pursuit Policy training, CDV Yearly Updates, Legal Updates and Tele Courses required for recertification by the South Carolina Criminal Justice Academy.

g. Requesting Training

- (1) Training may be requested by submitting a fully-completed form APD-1101 to the Chief of Police through the Chain-of-command or by submitting the same information as required on APD-1101 via an emailed memo or hard copy memo to one's supervisor who will then forward the email or hard copy memo up the chain-of-command, if the supervisor approves the training.

h. Approval of Training Requests

- (1) All training requests must have the approval of the Chief of Police and/or the Training Coordinator in advance of the training. Approval may be documented via a copy of the signed (approved) form (APD-1101) being returned to the member for later submission with a voucher for payment or the Chain-of-Command may email the requested approval to the member. All training of any type is subject to the following conditions:
  - (a) Availability of manpower;
  - (b) Availability of training funds;
  - (c) Degree of need for the type of training;
  - (d) The number of officers already trained in the specialty;
  - (e) If the training is remedial in nature;
  - (f) If the officer requesting the training is best suited to receive the training.

i. Reimbursement for Training Expenses

- (1) Normally a member's training expenses will be reimbursed, not advanced.
- (2) Because of the accounting difficulties associated with cutting checks and advancing travel cash, as a general rule, advance allocations should be avoided.

- (3) Should an advance be necessary, it should be noted upon the Request for Training form (APD-1101).
- (4) If a cash advance is approved the member who receives the cash advance is responsible for submitting all required receipts to cover the voucher within three (3) business days of returning to work. Please refer to the City of Anderson Incorporated's Personnel Policy and Procedure Manual for more information concerning the city's travel policy.
- (5) If an member of the City of Anderson Police Department attends department-funded training and subsequently loses, misplaces or for some other reason does not have sufficient receipts to turn in following return to the department, the member must provide documentation to the Chief of Police concerning the exact expenses and reason for not having receipts within the above-referenced three business days after returning to the City of Anderson Police Department.
- (6) If a member attends department funded training, the member must turn in to the Training Coordinator a copy of the certificate or other objective documentation indicating attendance and successful completion of the training session.
  - (a) Department-Funded Training is defined as training or education which the member attends while scheduled to work on city time (i.e. on duty) during a normal workday or that had its registration paid by the city. It does not include training attended at a member's own expense and/or on the member's own time.

By order of:



Martin D. Brown, Chief of Police

8-9-2011

Date