

# IDAHO STATE POLICE PROCEDURE

## 02.10 TRAINING

### I. General

- A. The Idaho State Police (ISP) is committed to ensuring that all employees receive the training necessary to satisfactorily perform the essential functions of their assigned positions. Further, the ISP values a career of learning and continuous personal improvement and strives to provide an environment that encourages each employee to reach maximum potential and the highest level of productivity. Each employee is responsible to ensure that he or she remains professionally qualified at all times.
- B. Generally, no state money is used to pay employees' professional, occupational, or trade licenses, certificates, permits, or occupational registrations, or dues to professional, occupational, or trade associations in which membership is restricted to persons who are licensed, certified, or registered under Idaho law. However, program Major/Managers may approve requests for payment of an employee's dues or license fees that are related to the employee's requirement of their employment.

### II. Definitions

“Training” means any course of instruction, workshop, or seminar designed to impart or enhance skills, knowledge, and/or abilities to an employee, and may be related to either the employee's current position or career development. Information sharing among employees/team members or between a supervisor/manager and employee is not considered training for the purposes of this procedure.

### III. Responsibilities in Requesting and Obtaining Training

#### A. Employees

1. inform their supervisors of any training necessary to maintain required certifications, and the date by which training must be completed;
2. initiate an [EHF 02 10-01 Training Request Form](#) (link does not exist) to request attendance at training that has not been administratively scheduled;
3. ensure that the request is initiated in a timely manner so that the ISP Training section (ISP Training) receives it 30 days prior to the scheduled training;
4. participate in periodic needs assessments and/or surveys initiated by ISP Training;
5. submit documentation for each course attended to ISP Training for records maintenance.
6. review their training records annually to ensure that these records are accurate and complete; and
7. report training record errors or omissions in writing to ISP Training.
8. encouraged to submit documentation for training that occurred prior to ISP employment.

## IDAHO STATE POLICE PROCEDURE

### B. Supervisors

1. identify employees who may benefit from additional enrichment, continuing education, or remedial training;
2. make reasonable attempts to accommodate relevant, cost effective and mission-related training requests; and
3. encourage employees to keep their training records current, and to submit documentation for training that occurred prior to ISP employment.

### C. ISP Training Section (ISP Training) Roles and Responsibilities

1. Training Specialists in ISP Training are supervised by the Training Sergeant, share instructional duties, and develop training as required.
2. Training Specialists attend necessary training courses and seminars required to maintain knowledge of appropriate subjects including, but not limited to, current police practices and liability issues.

D. When conducting DUI/DRE field sobriety training Trainers ensure that all volunteers who participate to consume alcohol complete [EHF 02 10-03 DUI Training Consent](#) form.

E. ISP Training facilitates appropriate training for ISP employees by:

1. providing entry-level training for new employees;
2. utilizing existing training at the Peace Officer Standards and Training (POST) or other facilities when cost effective;
3. conducting an annual training or special needs assessment;
4. developing and conducting internal training as needed;
5. administering Field Training Officer (FTO) and Communications Training Officer (CTO) programs;
6. coordinating and/or conducting in-service training;
7. maintaining outlines for courses instructed by ISP Training;
8. maintaining employee training records.

F. ISP Training conducts annual reviews to ensure that training programs complement personnel and operational needs, meet legal requirements and comply with ISP procedures.

G. The review process includes:

1. review of new laws and ISP procedures;
2. evaluations of previous courses;
3. review of certification requirements;
4. consultation with management and executive staff; and
5. review of completed employee needs assessment questionnaires.

H. ISP Training conducts the Advanced Training Class (ATC) required for all ISP entry-level troopers.

## IDAHO STATE POLICE PROCEDURE

- I. ISP Training publishes a directive detailing the curriculum and training rules with appropriate Majors/Managers approval prior to issuance.
- J. ISP Training approves and administers FTO and CTO courses through designated coordinators:
  - 1. all personnel in job classes designated by the Director must successfully complete the appropriate FTO or CTO course;
  - 2. FTO courses are designed to be completed in approximately 12 weeks, while CTO courses are designed to be completed in approximately 16 weeks. Based on adequately passing all required components of the course, however, students may complete these courses in less time;
  - 3. failure to successfully complete the field training or communications training course is considered failure to complete the probationary period of employment.
- K. ISP Training conducts the ISP Supervisor Academy:
  - 1. approximately 30 positions are allotted for each session;
  - 2. to be considered for attendance at the Supervisor Academy, employees must:
    - a. have received a “valuable contributor” or higher rating on their most recent performance evaluation;
    - b. have a properly endorsed training request;
    - c. have an employee development plan on file for the current evaluation period indicating an interest in acquiring supervisory training;
    - d. commissioned employees must have received their intermediate POST certification.
  - 3. newly promoted/hired supervisory employees have priority access to assignment in the next Supervisor Academy after promotion or hire;
  - 4. employees not serving in supervisory positions at the time application is made are subject to a uniform screening/selection process approved by the Command Staff;
  - 5. the Training Manager publishes the final roster of attendees for the Supervisor Academy.

### IV. In-service Training

- A. The Director or designee(s) identifies personnel required to attend in-service training.
- B. Curricula and scheduling are based upon certification requirements and operational needs.
- C. Training for other personnel may be provided depending on operational needs and appropriate approval.

### V. Employee Training Requests

## IDAHO STATE POLICE PROCEDURE

- A. The appropriate Major/Manager or designee must approve all training requested by ISP employees.
- B. Entry of training, workshop, or seminar attendance (other than training received prior to ISP employment) in the employee's ISP record is made only if the training has been pre-approved.
- C. Technology security training is coordinated through the Criminal Justice Information Services (CJIS).
- D. Firearms training and other workshop sessions conducted by teams do not require coordination through ISP Training.
- E. [EHF 02 10-01 Training Request](#) forms are routed to the "Training Request" mailbox via e-mail through the chain of command, as shown on the bottom of the form, to the appropriate Major/Manager or designee:
  - 1. if several employees from a work unit apply for the same class, a single form may be submitted with a list of names in the text of the e-mail to which it is attached;
  - 2. the email will contain the requestor's name(s) in the subject line;
  - 3. the Major/Manager or designee ensures that each training request conforms to the ISP mission and objectives, position requirements, employee objectives, available funding, operational scheduling and supervisory control, and that all training course requirements have been met.
- F. Upon approval by the Major/Manager or designee the [EHF 02 10-01 Training Request](#) is forwarded to ISP Training for processing:
  - 1. The Major/Manager or designee confirms receipt of the approved request to the attendee named on the [EHF 02 10-01 Training Request](#);
  - 2. ISP Training responds to the Major/Manager if concerns are present regarding the request;
  - 3. if requested, ISP Training arranges for registration in the requested class;
  - 4. if requested, and under certain circumstances, ISP Training makes necessary lodging and meal arrangements for courses held in or near the Meridian Headquarters complex;
  - 5. denied training requests are returned to the employee with an explanation for the denial.
- G. All training requests, whether approved or denied, must be recorded by the supervisor and the record maintained through the employee's current evaluation period.

### IV. Training Attendance

- 1. Training, whether voluntary or mandatory, is a work assignment.
- 2. Failure to attend training is a failure to report for duty.

## IDAHO STATE POLICE PROCEDURE

3. Employees scheduled for training but unable to attend must ensure that ISP Training is notified immediately that they will be absent.

### V. Training Provided by ISP Employees

1. All training provided by ISP employees must have an approved course lesson plan or outline filed with ISP Training or appropriate program. ,
2. Training maintains all lesson plans and course outlines, including superseded plans, with their respective effective dates for instruction given by ISP Training .
3. At minimum, all lesson plans and course outlines must include:
  - a. course name;
  - b. a basic course description;
  - c. the overall course objectives;
  - d. a course content outline; and
  - e. course duration in hours;
4. When the course to be presented by an ISP instructor addresses a topic that represents significant liability to ISP, ISP Training may request additional information through the appropriate Major/Manager.
5. The information requested may include:
  - a. performance objectives;
  - b. test criteria;
  - c. evaluation methodology;
  - d. a list of reference materials, and
  - e. additional content details.

### VI. Temporary Instructors

- A. Temporary instructors from within ISP may be assigned as required to fulfill a specific training need.
- B. When deemed critical to the training by the appropriate Major/Manager, temporary instructors will be POST certified as a Trainer.
- C. Temporary instructors develop, with necessary assistance from Training staff, lesson plans/course outlines for the specific training they provide.

### VII. Training Rosters

- A. All instructors must use the [EHF 02 10-04 Class Roster](#) to record attendance at all training provided by ISP personnel.

## IDAHO STATE POLICE PROCEDURE

- B. Instructors electronically submit completed rosters to the Training Administrative Assistant within 20 days of training for internal processing and/or submission to POST.

### VI. Training Records

- A. ISP training records for all personnel must contain:
  1. the employee's name, job title and serial number;
  2. the title of the training attended;
  3. the name of the instructor for each training session attended; for workshops, seminars, or other courses where several instructors make presentations, "various" may be utilized.
  4. a record of successful completion;
  5. for training provided by ISP employees, an electronic copy of the attendance roster and/or [EHF 02 10-02 Employee Record of Training Attendance](#) documenting each employee's successful completion of training; and
  6. for training provided by other agencies or facilities the [EHF 02 10-02 Employee Record of Training Attendance](#) documenting each employee's successful completion of training. Employees are encouraged to maintain additional documentation of course completion, e.g. – certificates, for future reference.
  
- A. Upon request, ISP Training sends a copy of each employee's POST or ISP training record to the employee for review to ensure that the training record is accurate and current.
  
- B. Errors or omissions should be immediately reported in writing to ISP Training.