

KANSAS CITY, MO. POLICE DEPARTMENT PERSONNEL POLICY	DATE OF ISSUE 9/28/04	EFFECTIVE DATE 10/13/04	NO. 930-2
SUBJECT Policy Series 900: General 930 - Training Records		AMENDS	
REFERENCE RSMo 590.115 & MO Code of Regulations Title 11 CSR 75-11.010-11.080	RESCINDS 930-1		

I. STATUTORY AUTHORITY

- A. All sworn personnel are required to obtain forty-eight hours of continuing law enforcement education and training every three years to maintain their Peace Officer Standards and Training (POST) certification.
1. Training is required in the areas of Legal Studies, Interpersonal Perspectives, Technical Studies, and Skill Development. A minimum of four training hours is required in each of the first three core areas. Any number of additional hours can be used, from any of the four areas, to make up forty-eight hours.
 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 or curriculum designed for administrative skills development with a maximum of eighteen hours for this method, in any three-year period.
- B. Records must be maintained to document training received by all personnel. POST requires the department to maintain records of all POST training for sworn personnel. POST also requires each sworn member to maintain his/her own file of all POST certified training.
- C. Training records may be purged five years after member's separation from the department. POST certification training records shall be retained in accordance with POST requirements.

II. DEFINITIONS

- * A. Skills Manager – A computer information file to document job-related training records for all personnel.

- B. Course ID - A ten-digit number assigned by the Professional Training Section 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, etc.
- D. Outside Training - Denotes training provided to members away from the department, e.g., college courses, seminars in another city, FBI National Academy, etc.
- E. Roll Call/Element Specific Training - Denotes training instructed by and presented at elements to address their specific needs.
- F. Training Coordinator - The instructor or any member responsible for scheduling and organizing department training with instructors from inside and/or outside the department.
- G. 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. ADMINISTRATIVE REQUIREMENTS

- A. Members who are unable to attend any scheduled training shall notify their immediate supervisor as soon as possible.
- B. The Professional Training Section shall:
 - 1. Assign Course ID for all documented training.
 - 2. Develop and present annual in-service training, seminars, special courses, and programs.
 - 3. Be responsible for the efficient and accurate entry and maintenance of training records for all POST training and for all training conducted by the division.
 - 4. Have entry and inquiry capabilities on all personnel.
- C. Roll Call/Element Specific Training
 - 1. The element commander/supervisor will have all roll-call/element specific training documented.

2. Training related to personal or department liability issues **must** be documented with the Training Division and a Course Key Number assigned. These issues include:
 - a. Police vehicle operation, e.g., car chase, emergency operation, etc.
 - b. Firearms or the use of firearms.
 - c. Use of force, or non-lethal force options, e.g., capsicum, PR-24, crowd control, etc.
 - d. Medical treatment or first-aid.

- * D. Members may access their own training record and training history in Skills Manager:
1. Click on Skills Manager icon.
 2. Enter user ID and password. (Members will use the word Guest for both the user ID and password.)
 3. Click on the Employee icon for training history or click on the custom icon for POST training information.
 4. For training history, scroll down the list of employees to your name, click on the name. For POST information, choose Training by Curriculum Report (One Officer); click OK, type in serial number, start date (6 digits) and end date (6 digits), then click OK.

IV. PROCEDURES

- A. On all training not conducted by the Training Division, the following information must be included on Form 94 P.D. Training Voucher, for entry in the training records system:
1. Name, serial number, assignment, and rank/title of member.
 2. Title of course or training (subject matter).
 3. Dates, times, and location.
 4. Total instructional hours.
 5. Instructor's name.
 6. Course synopsis/description.

B. Department Training

- * 1. For other department Training, e.g., roll-call training, automated timekeeping, etc, not conducted by the Training Division, each participant will complete Form 94 P.D., and forward a copy to the Professional Training Section to be entered in the computer.
- 2. All POST-Certified Training (includes in-service training and firearms qualification) and Other Department Training Conducted by the Training Division
 - a. Each member will sign the Sign-In Sheet for the training and shall complete a training evaluation form immediately following the training to receive their certificate.
 - b. Training Division will enter the training records for all members on the Sign-In Sheet.

C. Outside Training, e.g., college course, seminar, FBI National Academy, etc.

- 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, participant will forward a completed Form 94 P.D. and a copy of the completion certificate for the seminar or program, or grade report for a college course, to Training Division. Training Division will assign a Course ID and enter into the participant's record.

2. Other Outside Training

Upon completion, participant will complete Form 94 P.D. and forward to the immediate supervisor for review and approval. The supervisor will forward to the element timekeeper for entry.

D. Verification

- 1. A monthly computer-generated Training Record Verification Report shall be prepared by Computer Services Unit personnel and copies forwarded to each division commander.
- 2. The timekeeper will file Training Record Verification Reports and Forms 94 P.D. for three work periods (84 days), after which they may be destroyed.

Rachel H. Whipple
Chief of Police

Adopted by the Board of Police Commissioners this ____ day of _____, 2004.

Karl Zobrist
President