

	CLAY COUNTY SHERIFF'S OFFICE		Policy 203
	SUBJECT: TRAINING		Approved by: Sheriff Will Akin 08/05/2022
	ISSUED: 09/29/2016	REVISED: 08/05/2022	CANCELS:
	CALEA References: 33.1.5, 33.1.6, 33.4.1-2, 33.5.1, 33.5.3		

203.1 PURPOSE AND SCOPE

- (a) It is the policy of the Clay County Sheriff's Office to administer a training program that will meet the standards of federal, state, local, and Missouri Peace Officer Standards and Training (POST) Commission training requirements. It is a priority of the Sheriff's Office to provide continuing education and training for the professional growth and progressive development of its personnel. By doing so, the Sheriff's Office will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the public.

203.2 POLICY

- (a) The Clay County Sheriff's Office seeks to provide ongoing training and encourages all personnel to participate in advanced training and education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever reasonably possible, the Sheriff's Office will use courses certified by the Missouri POST Commission or other regulatory or nationally recognized entities.

203.3 OBJECTIVES

- (a) The objectives of the training program are to:
 1. Enhance the level of law enforcement service to the public.
 2. Increase the technical expertise and overall effectiveness of Sheriff's Office personnel.
 3. Provide for continued professional development of Sheriff's Office personnel.
 4. Assist in compliance with statutory requirements.

203.4 TRAINING PLAN

- (a) It is the responsibility of the Training Sergeant to develop, review, update, and maintain a training plan and to ensure that mandated basic, in-service, and Sheriff's Office-required training is completed by all members. The plan shall include a systematic and detailed method for recording and logging of all training for all personnel. While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Sergeant shall review the entire training plan on an annual basis. The plan will include information on curriculum, training material, training facilities, course, and student scheduling. The plan will address the state-required, minimum-mandated training of licensed deputies or hiring of non-sworn members.
- (b) Training listed may be provided in basic training programs. The Training Sergeant is responsible for ensuring members of the Sheriff's Office have been training as required.

203.4.1 MANDATED TRAINING

(a) Federally mandated training:

1. National Incident Management System (NIMS) training (once depending upon position and rank).

(b) State-mandated training:

1. Licensed members of the Office must successfully complete basic preparatory training before being granted licensed status and performing the duties of a peace officer (§ 590.040, RSMo).
 - i. The basic training requirement may be waived if the member is eligible for commission by meeting training and licensure standards within the parameters, extensions, and exceptions set by POST (§ 590.030.3, RSMo; § 590.040.1(6), RSMo).
 - ii. Licensed members of the Office shall complete no fewer than 24 hours of annual continuing education training as prescribed by POST (§ 590.050, RSMo; 11 CSR 75-15.010 et seq.).

(c) Recruit Training

1. Entry-level Sheriff deputies must complete a basic academy as required by the Missouri Peace Officer Standards and Training (POST) Commission for a Class "A" Certification. (33.4.1)
 - i. POST will establish the minimum uniform training standards and approve a training curriculum based on tasks of the most frequent assignment and associated duties of entry-level police officer. (33.4.2a)
 - ii. The Office will send non-certified new hires to a POST approved outside agency or regional academy to receive recruit officer training. (33.2.3)
 - A. Payment will be provided for recruit training by the Office at a rate determined by the academy.
 - B. The academy will provide an orientation handbook to recruits at the time training begins. (33.4.2c)
 - C. The academy staff will provide instruction to recruits and conduct performance evaluations utilizing techniques designed to measure competency in the required skills, knowledge, and abilities. (33.4.2b)
 - D. The Office will not provide instructors or facilities for academy training, but may provide situational actors, equipment, etc. upon request.
 - E. The Office and the academy will be legally liable for their own activities and assume responsibilities of recruits in training.

203.4.2 OFFICE TRAINING REQUIREMENTS (33.5.1)

(a) Documented training on core topics will be presented by Office instructors during in-service training, to include but not limited to the following:

1. Emergency Operations Plan (supervisors every two years)
2. CPR/first-aid refresher (every two years)
3. Emergency vehicle operation (all licensed members annually)
4. Firearms training (all licensed members annually)

5. Defense tactics (all licensed members annually)
 6. Carotid restraint (all licensed members annually)
 7. Electronic Control Device (ECD), impact weapon, chemical weapon, or other control devices (yearly)
 8. All use of force policies (all licensed members review annually)
 9. Search, seizure, and arrest (all licensed members annually)
 10. Use of body armor (all licensed members every two years)
 11. Ethics (all licensed members every two years) (1.1.2)
 12. Hazmat Awareness Training (all licensed members every two years) (46.3.2)
- (b) Annual in-service training on non-core topics will occur, including legal updates, to ensure that personnel are aware of new laws, revisions to agency policies and procedures, technological improvements, and critical job tasks. (33.5.1)
1. Topics may include: domestic violence, bias-based policing, ethics, sexual harassment, supervision or management issues, accreditation, early intervention system, employee assistance program, cultural diversity, performance evaluations, specialized unit operations, All-Hazard Plan/ICS, hazardous materials, safety issues, and/or others as directed by the Sheriff or Missouri POST. (46.1.9) (46.3.2)
 2. Training may be provided by the Office, outside instructors, and/or electronic written media.

203.5 TRAINING NEEDS ASSESSMENT

- (a) The Training Unit will conduct an annual training needs assessment and complete a report of the training needs, including recommendations from the Training Committee. The training needs assessment report will be provided to the Sheriff and staff. Upon review and approval by the Sheriff, the needs assessment will form the basis for the training plan for the following fiscal year.

203.6 TRAINING PROCEDURES

- (a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:
1. Court appearances
 2. First choice vacation
 3. Sick leave
 4. Physical limitations preventing the member's participation
 5. Emergency situations
- (b) When a member is unable to attend mandatory training, that member shall:
1. Notify their supervisor as soon as possible but no later than one hour prior to the start of training. The member will also notify the instructor or training facility of their absence, as necessary.
 2. Document their absence in a memorandum to their supervisor.

3. Make arrangements through their supervisor and the Training Sergeant to attend the required training on an alternate date.

203.7 TRAINING RECORDS

- (a) The Training Sergeant is responsible to manage and distribute training records in compliance with the Personnel Files Policy. Updates will be made to member records following their participation in training programs. Copies of training certificates will be submitted to the Training Sergeant. (33.1.6)

203.8 PROBATIONARY MEMBER TRAINING PROGRAM

- (a) The Clay County Sheriff's Office shall establish a probationary member training program for law enforcement officers that is of sufficient duration to provide for the adequate orientation and training of the new peace officer in the lawful operations of the Sheriff's Office.
- (b) The Clay County Sheriff's Office shall also establish a training program for nonsworn members assigned as detention officers and non-sworn control center operators in the Clay County Sheriff's Office Detention Center. The program shall be of sufficient duration to provide for the adequate orientation and training of the new member in the lawful operation of the detention center.
- (c) Division Commanders will issue the Probationary Member Training Manual to newly hired personnel.

203.9 REMEDIAL TRAINING (33.1.5)

- (a) Remedial training will be conducted when a member fails to meet the required testing and/or associated performance standards of training session, as outlined in the course lesson plan.
- (b) The purpose of the remedial training is to assist a member in meeting the training expectations and standards.
 1. Training Administrators will manage remedial training associated with the core training topics.
 2. A member's immediate supervisor will manage remedial training associated with non-core training topics.
 3. Remedial training should be completed within ten days of the noted deficiency, or as soon as practical. (33.1.5b)
 4. Results of the remedial training will be documented and forwarded to the member's immediate supervisor. (33.1.5a)
 5. A copy of the report will be forwarded to the Training Sergeant to be placed in the member's training file.
 6. If a member's performance does not improve to the required level or if a member does not attend remedial training as scheduled, the Division Commander will be notified for appropriate action.

203.11 ACCREDITATION FAMILIARIZATION (33.5.3)

- (a) All members will be given training in the accreditation process at least three separate times. The times when the training is required are as follows:
1. To all newly hired members within a reasonable period after their employment begins. (33.5.3a)
 2. During the self-assessment phase associated with the initial accreditation and each reaccreditation. (33.5.3b)
 3. Just prior to an on-site assessment associated with the initial accreditation and each reaccreditation.
- (b) Familiarization may be achieved by classroom or one-on-one instruction, newsletter, or memo.