

PALM BEACH GARDENS POLICE DEPARTMENT		
TRAINING ADVISORY COMMITTEE		
POLICY AND PROCEDURE 4.3.4.1		
Effective Date : 06/17/1994	Accreditation Standards: CALEA 33.1.1 CFA	Review Date: 06/01/2014

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PURPOSE: To establish the function and responsibility of the department Training (Advisory) Committee.

SCOPE: This policy and procedure applies to all members assigned to the Training Committee.

REVIEW RESPONSIBILITY: Training Coordinator

POLICY: The department hereby establishes a Training Committee to assist in developing and evaluating training needs and to represent different divisions, sections or units in the department. The role of the committee is clearly to promote effective training programs/measures for all department members/employees.

1. TRAINING COMMITTEE RESPONSIBILITY

- a. A Training Advisory Committee is hereby established to assist the department in determining ongoing and future training needs.
- b. The Training Advisory Committee will report to the assigned authority.
- c. The Training Advisory Committee activities and functions shall be the responsibility of the assigned authority who shall serve as the Committee Chairperson, unless otherwise directed by the Chief of Police.
- d. Any department member may notify the Chairperson by memorandum of a particular training need for the Committee's consideration.

2. APPOINTMENT OF COMMITTEE MEMBERS

- a. The Training Advisory Committee will consist of at least six (6) members of the department.
- b. Members will represent each Division or Section and may be designated or appointed by the Chief of Police and/or the assigned authority with at least one (1) appointment from the Training Unit.
- c. At least one (1) appointment will be a non-sworn member of the Department.
- d. The relationship of the assigned authority to the Committee shall be to serve as a liaison between the Committee and the (FTO's) Field Training Officer's Program, In-Service Program and Recruit Training Program.
- e. Each member appointed shall serve for a one (1) year period. At the end of one (1) year, the assigned authority shall evaluate each member for continuation on the Committee.
- f. Each vacancy will be filled from the respective division/section which the vacating member represented.

3. RESPONSIBILITY OF TRAINING COMMITTEE

- a. The Training Advisory Committee Chairperson shall call a committee meeting at least annually for the evaluation, updating, and revising of the department's training program. The annual process shall be:

- i. To first, provide correspondence to all division/section supervisors of their need to continually document their on-going training needs as part of their recommendation to the training committee's annual meeting.
- ii. To notify all members of the Training Committee of annual meeting date(s) and request that they solicit input from their staff prior to the meeting date regarding training needs, recommendations, etc.
- iii. To meet and assign committee members to evaluate, update, revise or make recommendations from their review of:
 1. Inspection Reports;
 2. Staff reports and/or meetings;
 3. Consultation with line supervisors;
 4. Training evaluations;
 5. FTO reports;
 6. Department goals;
 7. Uniform Crime Report data;
 8. Internal Affairs Investigative and published reports;
 9. Needs and wants of members/employees; and the
 10. Review of employees job-task analysis/job descriptions.
- iv. The evaluation process may outline:
 1. Personnel and operational needs.
 2. Legal requirements regarding department policies and procedures.
 3. Review of new laws, court decisions and department directives.
 4. Evaluation of training program.
 5. Identification of problems associated with physical facilities, materials, and scheduling,
 6. Training programs implementation and certification issues.
 7. Where necessary, consultation with Supervisors, Recruit Academy Program Director and the Chief of Police.
- b. Findings will be presented to the Training Unit for review and updating, and/or additions.
- c. The Chief of Police will approve the training programs/plans based on departmental objectives.
- d. The Training Authority shall seek to identify and develop public and private training resources to balance training programs.
- e. The Training Advisory Committee shall be responsible for presenting an annual report to the Chief of Police.
- f. The report will provide a summary of views and recommendations of the committee regarding current and future training needs applicable for sworn and civilian personnel.
- g. The Training Advisory Committee shall also serve as an:
 - i. Advisor to the training unit on types of training desired by each division, and
 - ii. Make suggestions for implementing types of training.

4. RESPONSIBILITIES IN TRAINING PROGRAM DEVELOPMENT

- a. The assigned authority of the department shall periodically schedule outside instructors of public and private organizations, agencies, or professionals to participate in the department training sessions.
- b. Outside resource persons, course content and resource materials will be selected and used to enhance specific types of training on designated dates determined by the assigned authority.
- c. Notification for approval of outside resource persons shall be made to the training authority.
- d. The resources used by all training instructors may include, but not be limited to:
 - i. Local news media,
 - ii. American Red Cross;
 - iii. State Attorney's Office;
 - iv. Palm Beach Community College;

- v. Criminal Justice Standards & Training Commission Instructor;
- vi. Department of Defense and Federal Agencies; and
- vii. Other local or regional organizations, agencies or professional service representatives.

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- TRAINING SERGEANT
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APPROVED:



Stephen J. Stepp
Chief of Police

03/10/2003
Date