
DEPARTMENT TRAINING PLAN

This order describes the policies and procedures regarding various training provided to members of the Department.

I. POLICY

A. DEFINITIONS

1. **DEPARTMENT TRAINING PLAN.** The Department Training Plan is defined as all training proposed for the Fiscal Year, which includes:
 - a. **Intra-Department training** provided by the Training Division (i.e., Basic Training, Advanced Officer Training, Supervisory Training, etc.).
 - b. **Outside training** provided by private contractors (i.e., DOJ, Chapman College, Sacramento Public Safety Center, etc.)
 - c. **Intra-bureau training** provided by members within a bureau (i.e., Tactical, Canine, etc.)
2. **DEPARTMENT TRAINING FUND.** The Department Training Fund is defined as the fund established by ordinance which pays for all training-related expenditures.

B. RESPONSIBILITIES

1. **TRAINING PLAN.** The Commanding Officer of the Training Division shall be responsible for developing the Intra-Department Training Plan.
2. **COORDINATION/APPROVAL/FUNDING.** Deputy chiefs are responsible for coordinating and approving requests for outside training and intra-bureau training for their bureaus. They shall also designate the amount of funds to be reserved for each division.

C. DEPARTMENT TRAINING FUND

1. **EXPENDITURES.** Expenditures from the Department Training Fund shall be:

- a. **Previously approved and related to the Training Plan;**
- b. **Subject to the availability of training funds and the approval of the deputy chief of the bureau requesting the expenditure;**
- c. **Monitored by the Commanding Officer of the Training Division in order to provide, advise, and make recommendations regarding all proposed expenditures from the Training Fund.**

II. PROCEDURES

A. TRAINING BUDGET. By February 1, the Commanding Officer of the Training Division will submit a proposed training budget for the fiscal year to the Chief of Police who will approve or revise it. The training budget will include:

1. **Requests for funds for necessary intra-Department training;**
2. **Requests for funds for outside and intra-bureau training.**

B. AVAILABLE COURSES. By March 1, the Commanding Officer of the Training Division will provide the Department with a list of available training courses.

C. TRAINING REQUESTS. By April 1, members must submit training requests for available courses to their commanding officers or officers-in-charge. The requests shall be forwarded to the commanding officer of the division who will review them to insure that the needs of the division are met and the costs are in line with the funds allocated.

1. **By May 1, the commanding officer of the division will provide the deputy chief with a list of the training requests for approval.**
2. **By May 15, the deputy chiefs will forward a copy of the approved training requests to the Training Division.**

D. WATCH REPORTS. Members attending training shall be shown as "Detailed to the Training Division" on unit watch reports.