

**DAYTON POLICE DEPARTMENT
GENERAL ORDER
TRAINING**



RICHARD S. BIEHL – DIRECTOR AND CHIEF OF POLICE

REV. 9/19

POLICY STATEMENT

Training is a vital and integral part of an effective police agency. The foundation of the department's personnel is formed by the initial training they receive and is enhanced by in-service training. Additional training (e.g. remedial, specialized or advanced) is also provided or sponsored by the Dayton Police Department Training Academy. This training occasionally occurs at other training venues.

I. TRAINING COMMITTEE

- A. The Dayton Police Department training committee consists of seven members (including a representative of the Sworn Officers or Supervisors bargaining unit) with the Commander of the Police Academy designated as the chairman. The other members shall consist of Patrol Operations Watch Commanders, Investigations Commanders and the Professional Standards Bureau Commander. Additionally, representatives of the City and County Prosecutors will be invited to attend.
- B. The Training Bureau Commander has the authority to convene meetings on a quarterly basis. The committee is entrusted with the responsibility of determining the Department's yearly training needs.
- C. The committee shall submit their recommendations to the Investigations and Administrative Support Division Commander who will bring these before the Chief and Assistant Chief of Police for final approval.

II. DUTIES OF THE TRAINING BUREAU COMMANDER

- A. Administering the Dayton Police Academy in accordance with the guidelines specified by the Ohio Peace Officer Training Council.
- B. Planning and developing the required annual training program and selecting instructors as designated by the Chief of Police.
- C. Maintaining training records in accordance with the record retention schedule.

III. RECRUIT TRAINING

- A. It is the policy of the Dayton Police Department that no person shall be appointed a police officer unless such person has already been awarded a certificate by the Executive Director of the Ohio Peace Officer Training Council, attesting to the satisfactory completion of the basic police officer course prescribed in Rule 109:2-1-16 of the Administrative Code. In order to obtain certification as a police officer, all recruits must complete the certification examination specified under Ohio Administrative Code 1.09:2-1-11.
- B. No person shall carry a firearm or affect an arrest until this training is completed.

IV. REMEDIAL TRAINING

- A. Remedial training is personalized training designed to correct a particular deficiency being experienced by a NON-probationary officer.
- B. When a supervisor believes an employee requires remedial training, they will do one of the following:
 - 1. Call the appropriate training bulletin, policy or procedure to the attention of the employee and prepare a **Training Memorandum** (see section V) to document the training.
 - 2. Recommend the person receive remedial training:

- a. Through the Dayton Police Academy;
 - b. Through on-the-job training;
 - c. By reassignment of the person in need of such training;
 - d. By enrollment into an outside training agency, school or university. The Chief of Police must approve remedial training available outside of the DPD.
- C. The goal of remedial training is to correct an employee's deficiencies in basic skills, knowledge and ability required to do the job. Upon completion of remedial training (except where a Training Memorandum is the only form of training), employees will be evaluated by Dayton Police Academy staff on the effectiveness of their training. Results of the evaluation will be forwarded to the affected Division Commander. Unsatisfactory completion or non-participation by the employee may result in a disciplinary charge of incompetence.
- D. This remedial training should be documented by the supervisor and addressed in the employee's upcoming performance evaluation.

V. TRAINING MEMORANDUM

A. When to issue a Training Memorandum

1. **A Training Memorandum may be issued for a minor infraction, generally a first time error, where mitigating circumstances would justify only the corrective measure of retraining.** A Training Memorandum may also be used to inform an employee of certain procedures that are common practice, but not a part of a written policy statement. A Training Memorandum is not a form of discipline or the first step in the disciplinary process.
2. The supervisor will check with the Department Advocate to determine if the employee has previously received a Training Memorandum or discipline for the same rule infraction. The supervisor should consider whether retraining was an effective measure if a second similar infraction has occurred.
3. A Training Memorandum may not be issued in lieu of discipline when there is a clear violation that is void of any mitigating factors.

B. How to Structure a Training Memorandum (see appendix A for sample)

1. A Special Report format will be used. The Training Memorandum will be directed from the issuing supervisor to the employee with the subject being "Training Memorandum (_____)".
2. The Training Memorandum narrative will discuss the error, what "retraining" occurred, and the warning: "future violations may lead to disciplinary action."
3. There will be a signature line for the employee indicating, "receipt only" of the Training Memorandum.

C. How to Issue a Training Memorandum

1. If the outcome of an investigation is a recommendation for retraining, the original and one copy of the Training Memorandum are routed with the investigative package. The Unit/Bureau Commander and Division Commander will sign the investigation but not the Training Memorandum.
2. If a supervisor is going to document the retraining of an employee regarding a situation that does not require an investigation, the supervisor will send the Department Advocate the original and one copy of the Training Memorandum through the chain of command.
3. When the supervisor receives the returned document initialed by the Department Advocate, they will then issue the original to the employee, retain a copy for the employee's district/unit file, and reroute two (2) copies, signed by the employee, one (1) to the Department Advocate and one (1) to the Department of Human Resources. Employees are required to sign Training Memorandums to indicate they understand the content of the document and have received a copy of it.

VI. IN-SERVICE TRAINING

The Dayton Police Department annually conducts in-service training as a means of keeping personnel abreast of new laws, advancement in police technology and revisions in departmental rules and regulations. The training is formally structured and conducted at the Policy Academy. The Department also issues training bulletins and periodically conducts roll call training.

A. Classroom and Range Training

The Dayton Police Department requires that sworn personnel receive at least 24 hours of in-service training per year. Training shall encompass firearm qualifications and classroom training that meets requisites determined by the Dayton Policy Training Committee and the Ohio Peace Officer Training Council.

B. Required Attendance

Attendance during recruit classes and designated in-service training sessions is mandatory. The Academy staff will maintain daily attendance sheets. Recruits and police officers that are absent must adhere to the following guidelines:

1. The Academy must be notified, in advance, of any officer unable to attend any course he is registered for. Cancellations will only be made by an employee's immediate supervisor.
2. Any temporary absence from classes (i.e. court appearance, random drug testing) must be noted on a log sheet maintained by the Academy secretary.
3. Personnel are normally excused from classes for court appearances. If classes are missed that are mandated by the state or officers fail to meet the minimum hours required, their supervisor shall reschedule them.
4. Personnel are required to report to the Academy at the scheduled starting time of the class.
5. Personnel scheduled for attendance at the Academy are expected to remain at the academy for the duration of that assignment.

C. M.I.S. Entry

All training presented by the Training Bureau or by an outside source will be credited to the employee's training record. The employee's immediate supervisor is responsible for entering any training into the employee's training record within 7 calendar days of the employee attending the training.

D. Academy Attire - See General Order 1.02-1 - Part Two

VII. ROLL CALL TRAINING GUIDELINES

- A. When information needs to be disseminated, as quickly as possible, roll call training shall be used.
- B. Due to the nature of this type of training, it will usually not exceed 15 minutes in duration. It will be conducted by the supervisor having the responsibility for holding roll call or by another person who has expertise in the subject matter being presented. If district personnel do not possess the expertise required to present a particular subject, the Academy staff will provide any assistance necessary to ensure that training is accomplished.
- C. Roll Call training should be used as a method to keep officers abreast of information critical to their job function that develops between formal training sessions.
- D. Roll call training (i.e. training videos, policy updates, etc.) should be presented consistently and uniformly in each Division, Unit and Bureau.

VIII. ADVANCED TRAINING, OTHER ACADEMIES AND TRAINING OUTSIDE THE DEPARTMENT

The Dayton Police Department advocates enrolling personnel in advanced training courses as a means of improving their operational and managerial skills.

- A. The selection process and guidelines for advanced or specialized training will be set by the Chief of Police.
- B. All requests for training that will utilize departmental resources (i.e. funds, days due, being placed on special assignment, etc.) must be routed to the Chief of Police for approval prior to taking the training.
- C. Personnel requesting additional training other than academy in-service or training offered by the department must include a listing of the training that they have received within the previous year.
- D. **REQUESTS FOR TRAVEL/TRAINING** – All travel and training requests must be made no less than 10 days prior to the actual training date. Travel requiring air travel must be requested no less than 30 days prior to date of training. **Training/travel will not be approved if requested less than 10 days prior to the start of the travel.**
 1. **All** training requests, including free OPOTA training, must be made in writing with appropriate documentation attached and routed to the Chief's Office for approval. Each training/travel request will be evaluated by Command Staff. The traveler, Supervisor, and Academy Staff will be notified when approved, with instructions on how to proceed.
 2. A travel check-list and sample special report can be obtained through your Division Commander's Office. Division Secretaries will be available to assist in preparing travel requests.
 3. **TRAVEL CHECK-LIST** – All travel for training will follow guidelines established in the City of Dayton Travel Policy and Procedures. To Access the Desk Guide and all Travel Forms, go to [REDACTED]

Ensure your request for travel/training (including OPOTA) is made at least 10 work days prior to the actual training to ensure adequate time to process. If the training requires air travel the request must be made as soon as you become aware of the training (the sooner airline tickets are purchased the more cost effective) and must be requested no less than 30 days prior to the date of the training.

4. When requesting approval for travel/training, please provide the following:
 - a. **Special Report:** requesting approval to attend the travel/training. Include in your request an MIS printout of your training schedule for the last two years. If travel is within driving distance, provide MapQuest and request for use of assigned city vehicle and gas card if applicable.
 - b. **OPOTA Registration:** registration for any OPOTA classes must be completed online through OHLEG (Ohio Law Enforcement Gateway). Personnel should register for the course online and submit his or her training request as soon as possible. Registration ***does not*** reserve a seat until acknowledged by an agency's approver. Once the training request has been approved by Command Staff, the Dayton Police Academy Training Supervisor or Academy Commander will approve the OPOTA registration for the department through OHLEG. If the training request is not approved, the OPOTA registration may be cancelled by the requestor or Academy Staff.
 - c. **Documentation:** regarding the travel to include: advertising or brochure and agenda; dates/times/location of the training; registration fees with the registration form attached.
 - d. **Meals Per Diem:** Meals Per Diem is a daily allowance granted to an approved Traveler to cover the cost of meals, including gratuity. The meal per diem is up to \$75 per day, and may cover tips and gratuity up to 20% of total eligible meal expense. Meal allowances may be incurred for authorized travel on official City business at least 75 miles from the Traveler's regular work location. If the travel is less than 75 miles, the travel must include an overnight stay in order to qualify for a Per Diem. Appropriate per diem is also provided for travel days.

- e. **Hotel:** Lodging expenses are allowable for both City and Non-City employees traveling on City business for out-of-town travel. Lodging must be at a commercial establishment to be considered eligible for City payment or reimbursement. The Traveler is required to request the lowest available rate when selecting a place to stay. The city will cover base room rate plus any taxes, as well as parking and mandatory resort fees when applicable. Cost is covered for eligible Travelers for eligible business days only. If not "host hotel" - provide comparison list of hotels located near the training facility. Include the nightly charge and include all taxes and fees associated with the nightly fee – e.g. (\$98.00 + \$15.00 tax and fees = \$113.00 per night).
 - f. **Airfare:** A Traveler may use a commercial airline for official City business if it is the most cost effective method of travel or if it is determined to be more convenient for the City (saves travel time). **Dayton International Airport** is the departure airport for all City of Dayton business travel. Provide a printout page showing comparison prices, then select departure and return date/times with amount of ticket (including all fees and taxes).
 - g. **Rental Car:** A Traveler may rent a vehicle to travel to and from an eligible City travel trip destination if it is determined to be more efficient and economical for the City and the Traveler. A copy of the Traveler's current driver's license and proof of current insurance must be maintained on file at all times with the Traveler's Department. The use of a rented vehicle authorized as a means to conduct official City business must conform to the City's Personnel Policies and Procedures, specifically 7.02. Provide justification for rental car versus taxi or shuttle. Provide a copy of comparison costs for rental cars including a map quest showing miles between airport to the hotel or training facility.
 - h. **Baggage fees:** The City will pay for up to two (2) pieces of luggage per Traveler based on the airline's published per baggage fee. For extended travel trips, (10 consecutive days or longer) the City will cover three (3) baggage items. Provide amount of charge for checking luggage if applicable to the travel.
5. The traveler will receive an advance for the amount of money requested. The Travel Settle-up form must be submitted to Finance within 7 business days from end date of the travel itinerary. Incomplete forms or forms with significant errors will be returned to the Department and the form will need to be re-submitted.

The Traveler is responsible for keeping, organizing and submitting receipts for ALL actual eligible expenses. Please remember that for every expense for which a Traveler received payment (either through pre-paid means like a P-Card or through an advance), a final itemized receipt must be uploaded/attached in order to substantiate the expense. In many instances, the vendor submits electronic receipts to the Traveler. Copies of these receipts are acceptable as long as they meet the criteria for an itemized receipt.

If a Traveler fails to provide appropriate and complete documentation with the Settle-up request form, reimbursements for eligible expenses that exceeded the advanced funds will not be granted, or the Traveler may be requested to repay unsubstantiated spent funds to the City. The travel will not be considered "closed" until the Travel Settle-up form is completed, is signed by either the Financial Analysis Supervisor or the Director of Finance, and any funds due back from or to the Traveler has been paid. If the Traveler has not paid in the settle-up amount owed to the City within 10 business days after the settle-up date, then the City will deduct the total amount owed from the Traveler's next paycheck.

Travelers who have open travels may be restricted from new travel requests being approved and funds advanced until the past travel taken is settled.

6. Per Diem for travel more than seven days requires City Manager approval; the traveler is required to provide all receipts for food, as stipulated in the City of Dayton Travel Policy. (Tips and alcoholic beverages are not allowed for reimbursement).
7. The traveler's Supervisor will ensure KRONOS adequately reflects that the officer is on "special assignment" for the actual training days.

- E. Any employee approved for a training opportunity and travel outside of the department, will be required to attend the training unless cancelled by the Chief of Police or his designee. The only exceptions are an illness, injury or other emergency that would prevent the employee from attending.
1. The effected employee must contact their Division Commander immediately so that arrangements for a possible replacement may be made.
 2. The Chief of Police must approve all cancellations for previously approved training and travel.
 3. Employees who fail to attend approved training may be liable for reimbursing the City of Dayton for the costs of the course and any pre-paid travel arrangements.
- F. Department personnel who attend seminars, conferences, or any other type of training that is not presented by the Academy must send a Special Report to the Chief within 5 working days of returning.
1. The report will describe:
 - What the attendee learned which will help them or others in the department to do their jobs.
 - Any proposed changes to current policy or procedure.
 - Whether the program is recommended for future use.
 2. Attendees who receive a certificate of attendance or completion will forward it to the Dayton Police Academy for entry into the attendee's training file. The employee's immediate supervisor is also responsible for entering any training into the employee's M.I.S. training record.

This section does not apply to free or low cost local programs (such as prosecutor's seminars) or programs which an employee is required to attend.

IX. SPECIALIZED TRAINING

There are positions within the Dayton Police Department that require specialized training over and above the training received in the basic police academy. The appropriate division will administer specialized training.

- A. All personnel who wish to teach either recruit or in-service training courses must receive permission from the supervisor of their Bureau or Division prior to engaging in such training.
1. The instructor's supervisor must submit a Special Report through the chain of command to the Investigations and Administrative Support Division Commander indicating their knowledge and approval of their employee's involvement in such training.
 2. Whenever practical, the Special Report must be submitted a minimum of five (5) workdays prior to the commencement of the training course.
 3. Once the Investigations and Administrative Support Division Commander approves the request, the instructor's supervisor will place that instructor on Special Assignment for the duration of the training.
- B. Instructors not assigned to the Training Bureau, who wish to cancel either a training course or their personal involvement in teaching a training course must obtain written permission from the Investigations and Administrative Support Division Commander before doing so.
1. Permission must be obtained at least ten (10) workdays prior to the scheduled commencement of the training course. Permission to cancel must be requested via a Special Report stating the reason(s) for either canceling the course or their personal participation.
 2. Instructors forced to cancel training courses due to Bereavement, Sick/Injury Leave or court are absolved from this requirement. In those cases, instructors must notify the Commander of the Training Bureau as soon as practical.

C. New Sergeants Training

1. Sergeants likely to be promoted or immediately after being promoted will attend a 40-hour in-service Dayton Police Department New Supervisor's class.
2. Sergeants will be provided a Supervisor's Reference Manual during the training session.
3. New sergeants will be placed on the same day off schedule for an entire week with a senior sergeant. The senior sergeant will work closely with the new sergeant and discuss the field responsibilities of a new supervisor.

X. TRAINING BULLETINS - (See General Order 1.01-1, Written Directives System and Specialized Reports)**XI. PAYMENT FOR TRAINING BY NON-EXEMPT PERSONNEL**

Non-exempt or hourly positions within the Dayton Police Department (DPD) who are required to travel within the United States for training are eligible for compensation for their training and/or travel time. The purpose of this section is to state the pay rules that apply to DPD employees when traveling on City business for training outside the geographic limits of Dayton, Ohio. The compensation a DPD employee receives depends on the kind of travel and whether the travel time takes place within normal work hours.

A. Normal Work Hours Defined

"Normal work hours," for the purposes of this policy, are defined as the employee's normal work schedule, including days offs.

B. Travel Time Defined

1. "Travel time" is defined as including the time the DPD employee arrives at the airport to the time the employee reaches his or her destination. If an employee is traveling *to* a location, then the destination is either the hotel or the worksite (if the employee travels directly from the airport to work). If the employee is returning home *from* a location, the destination is the airport of final arrival.
2. Travel between home and airport or between their home and training site is considered normal commuting time and is not eligible for compensation. However, if an employee is required to travel beyond their normal commuting distance for a designated travel (i.e., OPOTA offices in London Ohio), then the travel time from their home to the training site will be eligible for compensation, minus the time the employee spends in the normal work commute (i.e., if the employee normally spends twenty (20) minutes driving to work, this time can be deducted from the travel time to the training site).
3. If an employee requests a specific travel itinerary or mode of transportation that is different from the one authorized by the City, only the estimated travel time associated with the itinerary and mode of transportation that has been authorized will be eligible for compensation.

C. Travel/Training Time within Normal Work Hours

1. Any portion of authorized travel time and/or training that takes place within normal work hours on any day of the week, including Saturday and Sunday, is treated as regular work hours. Travel and/or training time within an employee's normal work hours will be paid at the employee's regular hourly rate and will be factored into overtime calculations.
2. When an employee travels between two or more time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours.

D. Travel/Training Time Outside of Normal Work Hours

1. Any portion of authorized travel and/or training time that takes place outside of the normal work hours of a DPD employee is considered to be compensable time. Travel and/or training time outside of an employee's normal work hours will be paid at the employee's regular hourly rate of pay and/or the employee's regular overtime rate of pay, depending on actual work hours during that week and the requirements of the collective bargaining agreement.

2. When an employee travels between two or more time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours.

E. Travel Time as the Driver of an Automobile

1. All authorized travel time spent driving an automobile (as the driver, not as a passenger) is treated as work hours, regardless of whether the travel takes place within normal work hours or outside normal work hours. An employee will receive his or her regular hourly rate for all travel time spent as the driver of an automobile, and this time will be factored into overtime calculations.
2. Travel as a *passenger* in an automobile is not automatically treated as work hours. Travel as a passenger in an automobile is treated the same as all other forms of travel, and compensation, depending on whether the travel time takes place within normal work hours. If an employee is a passenger in a vehicle and travels for training outside of their normal work hours, then the travel time is not considered hours of work.
3. If an employee drives a car as a matter of personal preference when an authorized flight or other travel mode is available, and the travel time by car would exceed that of the authorized mode, only the estimated travel time associated with the authorized mode will be eligible for compensation.

F. Travel Time as the Passenger

The Dayton Police Department will not consider as work time that time that is spent in travel away from home, outside of regular working hours, when that travel time is spent as a passenger on a train, boat, bus or automobile.

G. Calculating and Reporting Travel Time

1. Employees are responsible for accurately tracking, calculating and reporting travel and training time on their timesheets in accordance with this policy.
2. Meal periods should be deducted from all travel time.
3. If an employee requests a specific travel itinerary or mode that is different from the one authorized, only the estimated travel time associated with the authorized schedule, route and mode of transportation should be reported on the timesheet.
4. Travel time should be calculated by rounding up to the nearest tenth of an hour.

Appendix A

TRAINING MEMO SAMPLE FORMAT

Date _____

TO: Officer _____
East Patrol Operations Division

FROM: Sgt. _____
East Patrol Operations Division

SUBJECT: TRAINING MEMO (ROC 5.6 A.W.O.L.)

Officer _____

You were assigned to attend a training session for Riot Control at the Dayton Police Academy on June 1, 2019 at 0800 hours. You failed to appear for that assignment until 0810 hours.

On June 4, 2019, you were issued an S-93 prior to being interviewed concerning your tardiness. You stated that you were late because of heavy traffic on I-75 due to unexpected construction.

Rules of Conduct 5.6 ABSENCE WITHOUT LEAVE states in part: "No officer shall be absent without leave. (AWOL shall mean failure to report for duty at the time and place of duty or the leaving of a place of duty or assignment without authorization)"

Due to the minor nature of the violation, the mitigation that you offered for the tardiness and the fact that your Performance History indicates that you have no previous violations of this nature, training is being administered in lieu of disciplinary action.

The above policy and procedure (ROC 5.6) has been reviewed with you. Any future violations of this nature may result in disciplinary action being taken.

Sgt. _____
East Patrol Operations Division/North

Officer NAME

DATE TRAINING RECEIVED

SUPERVISOR ADMINISTERING TRAINING.