



# POLICY & PROCEDURE

## ELKHART LAKE POLICE DEPARTMENT

SUBJECT: **EMPLOYEE TRAINING**

SCOPE: All Department Personnel  
DISTRIBUTION: Policy & Procedure Manual

REFERENCE: WI State Statute: 165.85(4)(bn)(1)

NUMBER: 12.02  
ISSUED: 06/01/2015  
EFFECTIVE: 07/15/2015  
 RESCINDS  
 AMENDS  
WILEAG 4<sup>TH</sup> EDITION  
STANDARDS: 12.2.1, 12.2.2,  
12.2.5, 12.2.9

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INDEX AS: Annual Training  
Remedial Training  
Training  
Training Records

PURPOSE: The purpose of this Policy & Procedure is to establish guidelines for a Departmental training program that will provide a continuum of training based upon an assessment of needs for the Elkhart Lake Police Department, as well as the individual needs of employees.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. ANNUAL IN-SERVICE TRAINING
- III. REMEDIAL TRAINING
- IV. TRAINING RECORDS

## I. POLICY

- A. It is the policy of the Elkhart Lake Police Department to provide training to all employees in order to promote Departmental efficiency and effectiveness; to establish and maintain standards of excellence in performance and service; and to achieve the maximum development of each employee's potential.

## II. ANNUAL IN-SERVICE TRAINING (WILEAG CORE 34-12.2.5)

- A. Pursuant to WI State Statute 165.85(4)(bn)(1) all sworn officers shall complete at least 24 hours of annual re-certification training. Included in this training should be 4 hours of pursuit/EVOC training biannually and an annual firearms qualification. Officers who do not complete 24 hours of re-certification training will be subject to de-certification. Officers de-certified by the Wisconsin Training and Standards Bureau may be terminated from the Elkhart Lake Police Department.
- B. The intent of annual re-certification training is to meet state-mandated 24-hour training requirements, as well augment previous training and skills with current information regarding changes in legislation, advances in technology, revisions in policy, and areas of special interest and skill.
  1. The state mandated training referred to above is met when an officer completes in any combination at least 24 hours of:
    - a) State approved in-service training provided by their employer; and/or
    - b) Instruction from schools which offer state approved recertification training.
- C. Roll Call training shall be provided and utilized to provide information on items such as new laws, directives/policies, amended policies, new equipment, etc. Roll Call training shall also be used to update officers on officer safety issues and other tactical concerns. Low level DAAT and firearms drills may also be incorporated into Roll Call training as coordinated by the Departmental DAAT and Firearms Instructors and Shift Supervisors.

## III. REMEDIAL TRAINING

- A. Remedial training is defined as personalized training used to correct a specific deficiency which may have been identified through:
  1. Performance evaluations;
  2. Evaluations during field training;
  3. Observations by a supervisor during routine duties;
  4. Following a sustained complaint by a citizen or other source.

- B. Upon recommendation of an employee's supervisor, remedial training shall be scheduled for employees who:
  - 1. Consistently demonstrate a lack of skill, knowledge, or ability in the performance of job related skills;
  - 2. Have been disciplined for conduct which can be corrected through remedial training.
- C. When a supervisor determines that an employee needs remedial training, they shall forward a memo to the Chief of Police stating the deficiency. The Chief of Police shall make a determination of the stated need and recommend a course of action to correct any deficiency found.
- D. Personnel in need of remedial training shall be notified in writing and informed of the reason for the need, as well as the date, time and location of the remedial training.
- E. Upon completion of remedial training, all test scores, certifications, or other pertinent documents shall be forwarded to the Chief of Police for evaluation and inclusion in the employee's personnel file.
- F. Failure to participate or respond to remedial training may result in a recommendation for disciplinary action.

#### IV. TRAINING RECORDS

- A. The Department shall maintain a training record for each employee. Chief of Police shall maintain a "master" training record for each employee which permanently documents the attendance of Departmental personnel at training sessions. The record shall include:
  - 1. Training registration application/confirmation
  - 2. Type of training.
  - 3. Title of training.
  - 4. Date and number of hours of training; and
  - 5. Location of training.
  - 6. Lodging and travel arrangements as required, including expense receipts
  - 7. Course curriculum
  - 8. Completion certificate, training diploma certificate, etc.

- B. Upon successful completion of a training course, employees shall provide a copy of the certificate of completion, and a memo outlining breakout sessions attended if applicable, to the Chief of Police.
- C. For all training the Department conducts, records will be kept that include course content (lesson plans), names of agency attendees, and performance of individual attendees as measured by tests, if administered.
- D. Department members attending training outside the Department should always take a Department vehicle if one is available. Employees will not be reimbursed for mileage if he/she declines to use a Department vehicle when one was made available. If no Department vehicle is available, and employee utilized his/her personal vehicle, employee shall be compensated for mileage at the Village's established rate.

Michael Meeusen  
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/01/2015