

DIRECTIVE 33.1 TRAINING ADMINISTRATION

Issue Date: 05/20/2025	By Order of Chief of Police
Rescinds: (Issue 06/05/2020)	CALEA Standards Referenced: 33.1.1; 33.1.2; 33.1.3; 33.1.4; 33.1.5; 33.1.6 & 33.1.7
Pages: 6	
	Review: December 2025

This directive consists of the following sections:

- 33.1.1 Training Committee**
- 33.1.2 Training Attendance Requirements**
- 33.1.3 Outside Training Reimbursement**
- 33.1.4 Lesson Plan Requirements**
- 33.1.5 Remedial Training**
- 33.1.6 Employee Training Record Maintenance**
- 33.1.7 Training Class Records Maintenance**

POLICY & PROCEDURE

The Miami Township Police Department recognizes the necessity of training to fulfill its obligation in providing professional law enforcement services to the community it serves. Training provides the employee with professional growth and capabilities for both current and future job roles. This obligation extends not only to providing the training necessary for the department to achieve its objectives but provides for the individual career development of its employees. Improvement of personnel skills, knowledge and abilities promotes productivity, efficient and effective job performance and an improved level of job satisfaction. Miami Township Police Department is committed to provide training and educational opportunities to all members at all levels.

33.1.1 Training Committee

Miami Township Police Department maintains a training committee for the purpose of developing programs and evaluating training requirements of the department. The training committee consists of an assigned Training Manager – chair of the meeting, Training Coordinator – keeps track of Department training budget, a Department Supervisor – checks staffing on schedule, Accreditation Manager – tracks yearly mandated training, and a State certified department instructor – training instructor.

The training committee shall meet as necessary to review and develop training objectives. The committee shall establish a schedule of annual in-service training. The committee

shall review the work of the training component and make recommendations to improve the department training program. The committee may review training materials and training evaluations to determine the most effective training resources and methods for the department.

Training Manager Functions

The Training Manager's function is to enhance employee skills and performance through targeted training programs which involves identifying training needs, developing and implementing training programs, and evaluating their effectiveness. Specific responsibilities of the position include:

- The training manager will determine training needs by assessing the skills, knowledge, and performance gaps within the Department and among individual employees.
- The training manager will design and develop training programs, including curriculum, content and delivery methods.
- The training manager will oversee the implementation of training programs, ensuring they are delivered effectively.
- The training manager will provide guidance, support, and mentorship to employees during their training and development journey.
- The training manager will assess the effectiveness of training programs and make adjustments as needed.

Training Coordinator Functions

The department's training function is administered by the Training Coordinator. This position is responsible for the planning, administration and reporting of all aspects of the training function. Specific responsibilities of the position include:

- The training coordinator will notify personnel of required training and training that is available to department personnel.
- The training coordinator will make provisions to ensure that required training programs are attended.
- The training coordinator will maintain all training records and provide necessary and appropriate reports.

33.1.2 Training Attendance Requirements

The training committee will establish which training programs are mandatory in nature.

Attendance rosters will be compiled at all department in-service training programs.

When a training program has been identified as mandatory in nature, absences will be allowed only under the following circumstances:

- Approved vacation leave

- Personal illness or emergency
- Court appearance
- Other training commitment

An employee who is absent from mandatory training may be required to make up/complete the mandatory training. In the case of an excused absence, the department may make arrangements for the employee to make up/complete the mandatory training. In the case of an unexcused absence the department may require the employee, at their own expense and time, to make up/complete the mandatory training. This may be in addition to any disciplinary action if applicable.

33.1.3 Outside Training Reimbursement

A Miami Township issued credit card is available for use by Township employees for approved travel and training expenses. The expense for employees who are required by the department to attend training schools, seminars, or other instructional or educational programs, to increase their knowledge and further their competency in their employment shall be paid for by the department as follows:

- Registration fees, tuition charges for the training school, seminar, educational or other instructional program.
- The employer shall reimburse for meals when not provided by the tuition based on the US General Service Administration (GSA) per diem rates (location dependent) as indicated in the Miami Township Personnel Policies & Procedure, Section VI.6.1 & 6.2. Per diem meals are to be reimbursed only and will not be paid for with a Township credit card. Detailed receipts are required for reimbursement.
- When the credit card is being used for employee reimbursement an itemized receipt must be submitted to Fiscal Office or department designee for any purchases as soon as practical, preferably no later than one (1) business day following any purchase and when the card is checked back in.
- The employer shall pay the allowable mileage rate as specified in the Federal Income Tax code, plus tolls and parking fees when an employee is authorized to use a personal vehicle for transportation when not provided with a department vehicle; however, pre-approval is required from a supervisor. The employee shall be reimbursed for mileage to and from the training facility on one occasion each way unless otherwise authorized by the Chief of Police. All other mileage shall be considered as non-work related and non-reimbursable.
- Lodging charges, absent tax, when lodging is not provided as a term of tuition payment. If more than one employee is attending the training, two employees of the same gender are required per room.
- All necessary items, tools and equipment required by the course of instruction, unless such item, tool or equipment can be provided by the department.
- Proof of incurred or paid expense shall be submitted with a Township Expense Report, a copy of the completion certificate issued for the training (if not unduly delayed by mail or other reasons) and a Training Evaluation Report, if requested.

Should an employee incur expenses where a Township Credit Card was not used; the employee shall submit the same documents with reimbursement to employee indicated on the Township Expense Report.

33.1.4 Lesson Plan Requirements

All training programs conducted by the department or sponsored by the department shall require a lesson plan. Lesson plans shall be submitted to the Training Manager for approval prior to the training date.

Lesson plans shall establish the purpose of the instruction, set forth the performance and job-related objectives of the instruction and identify the matters that will be taught.

Lesson plan format shall be consistent with the format used by the Ohio Peace Officers Training Council for basic training programs which consists of:

- References and Resources
- Instructional techniques
- Relationship to job tasks
- Responsibilities of the participants for the material taught
- Plan for evaluation of the participants

The Training Manager shall ensure that the lesson plan is consistent with training requirements, applicable law and department objectives. The lesson plan will be submitted to the Chief of Police for final approval. The Chief of Police shall give the approved lesson plan to the Accreditation Manager for record keeping.

The format for testing will be determined by the content of material, the performance objectives for a task to be tested and the format of an applicable lesson plan. Testing format may be written, or performance based.

When possible, competency-based tests that use performance objectives and measure participant's knowledge of and ability to use job-related skills will be used.

Scores for testing material shall be pass-fail for performance-based tests and a minimum score of eighty percent (80%) based on a total value of one hundred percent (100%) will be required to pass written tests.

33.1.5 Remedial Training

Remedial training is instruction used to correct specific deficiencies in personnel performance. The department will identify remedial training as a constructive tool to reinforce, retain, and refine an employee's knowledge, skills, and abilities in keeping with the directives, procedures, policies, rules and regulations of the department. Those officers who are being trained under the Field Training Officers program shall be subject to the remedial training guidelines for that procedure.

The need for remedial training will normally be recognized during routine supervisory evaluation, during training, evaluation during routine job performance, or during inspections.

Training and job proficiencies that are mandated by state law or department directives will require remedial training if failed by the employee. Any aspect of law enforcement that incurs liability because of lack of proper training will require remedial training if failed by the employee.

Training which is identified as remedial training shall be scheduled as soon as practical or as required by department directive and must be satisfactorily completed by the employee.

It shall be the responsibility of the Instructor of in-house training to schedule and document the remedial training needed by an employee.

The department may provide in-service training of a remedial nature or may choose to require the employee to attend a course of training provided by an outside agency that will address the remedial training need(s) of the employee(s).

Employee(s) identified as needing remedial training will attend the appropriate classes. Failure to report to the required training will be reported to the Chief of Police. Any employee who fails without cause to attend required remedial training shall be subject to disciplinary action.

The Chief of Police will review all recommendations for remedial training of an employee to determine if the department and/or its training component have failed to adequately train the employee.

The Chief of Police will review the nature and content of all recommendations for remedial training to assess the possibility of refresher type remedial training for all members of the department due to changes in law, methods of operation, etc.

The Chief of Police will review the nature and content of all recommendations for remedial training to assess content and function of initial (basic recruit) training.

33.1.6 Employee Training Record Maintenance

The Accreditation Manager shall maintain a list of training attended and dates of attendance for each employee and shall place a copy of any applicable certificate and/or document of attendance and performance in the employees' training file. Training files may be kept in hard copy and/or electronic format.

Training records shall contain the following information:

- Officer's name
- Course title, location and dates of training
- Total number of hours of instruction
- Certificate earned (if issued)

The designated Instructor shall be responsible for documenting each employee's attendance and participation in any training program.

Each employee is responsible for forwarding training certificates or documents of attendance to the Training Coordinator to input in Interbadge and forward to the Accreditation Manager for inclusion into their training file.

33.1.7 Training Class Records Maintenance

The Accreditation Manager will maintain records of all in-service training programs. The records shall include:

- Copy of the course title, course content and lesson plan;
- Names of those persons who attended the training;
- Results of any testing administered.

Employees who desire to attend training programs other than the department in-service training programs shall complete a Training Request form and an Out of Township Travel Request Form (if required) and submit the form to their immediate supervisor.

The training records shall be maintained in the office of the Accreditation Manager pursuant to the Schedule of Records Retention & Disposition. Post-employment the Accreditation Manager will box employees training records and forward to the Human Resources Director