



Wichita Police Department Policy Manual

Approved by:

Policy 210 – In-Service Training

Page 1 of 5

Maintained by: Training
Bureau

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210.01 Each member of the Wichita Police Department shall comply with all State and Federal training mandates that are applicable to his/her position.

K.S.A. 74-5607a (b) Each certified Kansas officer must, beginning the second year after receiving certification, and to retain his or her certification, satisfy all in-service training requirement. After satisfactory completion of a basic law enforcement training course for full-time law enforcement or police officers (officers employed by a state, county, or city who work at least 1,000 hours annually) a Kansas officer must receive 40 hours of law enforcement training annually. K.S.A. 74-5607a (b) states:

- A. "Beginning the second year after certification, every full-time police officer or law enforcement officer shall complete annually 40 hours of law enforcement education or training in subjects relating directly to law enforcement. Failure to complete such training shall be grounds for suspension of a certificate issued under the Kansas law enforcement training act until such training is completed. The director with the approval of the commission shall adopt rules and regulations regarding such education or training. Such education or training may include procedures for law enforcement to follow when responding to an allegation of stalking. Every city, county and state agency shall annually send to the director certified reports of the completion of such education or training. The commission shall maintain a record of the reports in the central registry."

Any officer unable to fulfill the forty (40) hours of required annual in-service training shall submit an Officer's Report [through channels] to the Chief of Police. Based on the circumstances, the Chief may authorize the Training Bureau Commander to request an extension or waiver for the annual In-Service Training requirements from the Kansas Commission of Peace Officer's Standards and Training who may extend, waive or modify the annual continuing education requirement, when it is shown that the failure to comply with the requirements was not due to the intentional avoidance of the law. The officer may be placed in a temporary non-police officer or law enforcement assignment until the remaining hours are obtained.

- B. K.S.A. 22-4610(2) (A) The agency policies shall require annual racial or other biased-based policing training which shall include, but not be limited to, training relevant to racial or other biased-based policing. Distance learning training technology shall be allowed for racial or other biased-based policing training.
- C. Hazardous Materials Training:

The Kansas Commission on Peace Officers Standards and Training (KS-CPOST) now considers in-service hazardous materials training as a matter to be determined at the local level. *The Commission reminds agencies; however, that federal law requires some annual refresher training, or annual demonstration of competency.*

Any person who provides Hazardous Materials training shall have successfully completed a training course, such as courses offered by the U.S. Fire Academy, for teaching such subject matter, or shall possess the training/academic credentials and instructional experience necessary to demonstrate competent knowledge of the subject matter and instructional skills.

- D. The National Incident Management System (NIMS) and Homeland Security Presidential Directives (#5 & #8) require full implementation of NIMS-related training which includes:
1. IS-700 – An Introduction to NIMS
All personnel with a direct role in emergency preparedness, incident management or response must complete this training.
 2. IS-800 B – An Introduction to the National Response Framework
All mid-level management, federal, state, local, tribal, private sector and non-governmental personnel to include persons serving as command staff, section chiefs, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors and multi-agency coordination system/emergency operations center staff. (Police Lieutenants, Captains, Deputy Chiefs and Chief).
 3. ICS-100 - Introduction to Incident Command System
All federal, state, territorial, local, tribal, private sector and non-governmental personnel at the entry level, first line supervisor level, middle management level and command and general staff level of emergency management operations must complete ICS-200 level training.
 4. ICS-200 - Incident Command System for Single Resources and Initial Action Incidents
All federal, state, territorial, tribal, private sector and non-government personnel at the following levels of responsibility in emergency management operations – first-line supervisor (Sergeant), mid-level

management (Lieutenant), and command (Captain, Deputy Chief, Chief) and general staff (Operations/Planning/Logistics/Finance-Administration).

5. ICS-300 – Intermediate I.C.S. for Expanding Incidents

All mid-level management, federal, state, local, tribal, private sector and non-governmental personnel to include persons serving as command staff, section chiefs, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors and multi-agency coordination system/emergency operations center staff. (Police Lieutenants, Captains, Deputy Chiefs and Chief).

6. ICS-400 – Advanced I.C.S., Command and General Staff or Complex Incidents

All federal, state, local, tribal, private sector and non-governmental personnel to include persons who will serve as command or general staff in an I.C.S. organization, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers and multi-agency coordination system/emergency operations center managers. (Police Captains, Deputy Chiefs, Chief).

210.02 R The Chief of Police is responsible for providing the opportunity for every officer to obtain forty (40) hours of in-service training annually. However, each individual officer is responsible to obtain the minimum requirement of 40 hours. Officers must receive approval from his/her immediate supervisor prior to training to ensure adequate staffing. The Training Bureau will provide updates on training hour status.

210.03 All training must be reviewed and approved by the Training Bureau Commander. The Training Bureau will be responsible for reporting all in-service training to the Kansas Commission on Peace Officer's Standards and Training (KS-CPOST). This includes any training received locally or at remote locations.

TRAINING BUDGET AND ALLOCATIONS

210.04 I Training Funds shall be allocated by Division within the Division Deputy Chief's OCA.

210.05 I Training Funds for the Office of the Chief (PIO, PSB, & Chief of Police) shall be allocated in the Support Services Division training budget.

210.06 I Each Division Commander shall determine the professional development needs and goals of the Bureaus under his/her Command and allocate training funds to most closely achieve the goals.

210.07 I Division Commander shall present and justify training funds annually in the SOPs of his/her Division prepared by the Bureau Commander or the Division Commander.

210.08 I The Division Commander and the Bureau Captains shall ensure fairness in the allocations and authorizations of training for employees under his/her command to match professional development goals.

210.09 I Funding is finite and fairness in allocations may be measured beyond the confines of one calendar/budget year.

REQUESTS FOR TRAINING OR INSTRUCTING

210.10 Any member of the Wichita Police Department who desires to instruct an in-service training course must submit a detailed outline of the course material and a brief synopsis of the course to the Training Bureau Commander or his/her designee prior to the training date. Upon approval by the Training Bureau Commander, the course outline and synopsis will be filed at the Training Bureau.

210.11 Training provided by outside sources may be approved for in-service training credit by the Training Bureau Commander or the In-service Training Coordinator, based on the credentials of the instructor(s), and applicability of the course material. Officers shall obtain prior approval for outside training by the Training Bureau Commander or the In-service Training Coordinator unless the training is obtained from the source list posted on the police secure training portal. Officers requesting in-service training credit for outside training will enter the information into the departmental In-Service Training database upon receiving approval from their supervisor.

Upon entering the information into the departmental In-Service Training database, the officer will notify his/her immediate supervisor to ensure his/her supervisor approves the training in the database under the supervisor approval section. Once the training has been approved by the supervisor, the information will be reviewed by the In-Service Training Section and entered into the KS-CPOST database.

210.12 All officers receiving in-service training provided by the Wichita Police Department will complete the in-service training roster available in class. The departmental instructor or the In-Service Training Section will enter the information in the departmental In-Service Training database. The In-Service Training Section will enter the training into the KS-CPOST database.

210.13 I When a training class/seminar is offered with a limited number of seats and the registration cost is incurred by the Wichita Police Department, members will be enrolled based on a prioritized list provided by their Bureau Commander to the In-Service Training Coordinator. The purpose of this process is to ensure that supervisors have adequate

staffing and have approved the training based on individual need and relevance to the member's assignment. The number of positions available to each Bureau will be based on the correlation of the training to the job responsibilities of that Bureau.

- 210.14 The In-Service-Training Coordinator will fill the available positions based on the prioritized lists provided by the Bureau Commanders.
- 210.15 It is the responsibility of all supervisors to ensure that relevant training opportunities are equitably distributed among his/her members.
- 210.16 Entry into the In-Service Training database must be completed within fifteen (15) days after the training concludes, with all in-service training being reported to the Training Bureau prior to June 1st each year.
- 210.17 The Training Bureau will maintain a roster of all personnel required to obtain in-service training hours, including the total number of hours completed by each member. This roster shall be posted on the Police Secure Training Portal and will be updated monthly.
- 210.18 MINIMUM REQUIREMENTS FOR IN-SERVICE TRAINING:
- A. All in-service training must be directly related to a law enforcement topic;
 - B. All in-service training must be approved in advance by the Training Bureau Commander or his/her designee with the exception of training received from the source list posted on the police secure training page;
 - C. Seminars, workshops, and training in other states which are law enforcement related, if properly documented and approved by the Training Bureau Commander or his/her designee, may be accepted for in-service training credit;
 - D. According to KS-CPOST guideline IV (A)(1)(D), training instructor credit shall be granted only in those instances where officers teach other officers, or other officers are included in the instructor's audience. *Instruction delivered to non-law enforcement audience will not be applied toward satisfaction of the annual in-service training requirement.* For example, a class taught by an officer to a public school class does not qualify as instructor credit for in-service training purposes. Only twenty (20) hours of instructor credit can be used to satisfy the annual in-service training requirement;
 - E. According to KS-CPOST guidelines, firearms in-service training and qualifications shall not exceed sixteen (16) hours annually toward fulfillment of each officer's forty (40) hour requirement;
 - F. KS-CPOST In-service training guidelines can be viewed at www.kscpost.org/guidelines.htm.

210.20 COLLEGE/UNIVERSITY CREDITS:

The guidelines for college/university in-service credits are as follows:

- A. Officers planning to use college courses to fulfill in-service training requirements must obtain prior approval from the Training Bureau Commander or his/her designee to use the college course toward fulfillment of in-service training hours;
 - B. The college credits must be earned from an accredited college or university and must be approved by the Training Bureau Commander or his/her designee;
 - C. The college credits used must be earned during the current in-service training year;
 - D. The college course must be directly related to law enforcement;
 - E. Each college credit is equivalent to fifteen (15) in-service training hours;
 - F. To earn in-service training credit, an officer must satisfactorily complete the college or university course with a passing grade. The officer shall forward a certified transcript to the In-Service Training Section in order to receive credit.
- 210.21 All commissioned officers are required to attend training that is designated as mandatory. Any commissioned officer that cannot attend mandatory training shall submit an Officer's Report [through channels] to the Chief of Police requesting an exemption from the training.

MANDATORY CORE COMPETENCIES REQUIREMENTS

- 210.22 Every job in the City organization requires a combination of skills or "competencies." Many of these competencies are learned on the job, others are learned in the classroom setting. The following will apply to all members of the Wichita Police Department:

- A. All Wichita Police Department members with the exception of police reserve officers are required to complete, within three (3) years, Employee Core Competencies training as mandated by Human Resources.
- B. A member who is assigned a position classified by the City of Wichita Human Resources Department's job description as having supervisory responsibilities will be required, within three (3) years, to complete the Human Resources Effective Supervisory Practices training.

CONDUCT STANDARDS

- 210.23 During all internal and external training sessions, electronic devices will be turned off or set to vibrate. Phone calls may be made during breaks, unless an emergency exists, or the department member is needed for police related functions (i.e., court, SWAT, EOD, or homicide call out). The use of any computer devices (Laptop, note pad, smart phones, etc.) is not permitted during training sessions unless approved by the instructor.
- 210.24 In-service training is considered the member's duty assignment for the duration of the training. Department members will be punctual when reporting for training, and will remain in attendance during the hours of the session, unless excused by a Training Bureau supervisor. If a department member must leave training prior to the end of the session he/she will notify a Training Bureau supervisor as to the reason(s).
- 210.25 In the event a member cannot attend a scheduled training, they will notify their supervisor and the In-Service Training Coordinator in advance of the scheduled training. The names of officers who fail to attend scheduled training, and who have not notified the In-Service Training Coordinator through their supervisor, will be forwarded to their Bureau Commander through the chain of command.
- 210.26 Acceptable in-service training attire depends upon the nature of the training, as described below:
 - A. Any training involving firearms/range activity: blue jeans and tennis shoes are permissible; t-shirts, shorts, sandals, etc., are not allowed;
 - B. Any training involving hands-on, defensive tactics instruction: blue jeans, sweat pants, tennis shoes, and t-shirts are permissible;
 - C. All other training sessions, whether held at the WSCLETC or other facility: blue jeans, t-shirts and tennis shoes are not permitted. These restrictions insure that the department's attire matches the Friday dress guidelines described in the City of Wichita's dress guidelines brochure;
 - D. Any exception to these guidelines must be approved in advance by the Training Bureau Commander, or the appropriate Bureau/Division Commander if it involves specialized training activities; i.e., SWAT, EOD, etc.

MULTIMEDIA COMPUTER TRAINING

- 210.27 According to the KS-CPOST guidelines Section IV (A) (1h), only twenty (20) hours, in the aggregate, of video/computer/multi-media/online e-Learning/satellite-based training may be applied toward partial satisfaction of the annual in-service training requirement.
- 210.28 According to KS-CPOST guidelines Section IV (A) (1h2), training received via online e-Learning instructional training programs utilizing computer-generated or agency-administered testing may be applied toward partial satisfaction of the annual in-service training requirement if:
 - A. The training program is conducted on a designated computer in a learning environment such as, but not limited to; an agency's designated training classroom, a community college or university, or other recognized training environment, as approved by the agency head;
 - B. The training program is approved by the agency head or their designee, and the instructional topic is related directly to law enforcement;
 - C. An examination covering the instructional material is administered to the student by the agency head and/or their designee, or administered via the computer as part of the online e-learning class or course, and the student has no access to the examination or the computer system to affect, alter, or destroy the examination questions or examination results;
 - D. The student achieves a minimum passing score of 70% or above on a examination, scored by the agency head, their designee, or the computer as part of the online e-learning class. A passing score of 70% or above is required before the training hour(s) received may be applied toward partial satisfaction of the in-service training requirement.

- a. Tested online e-Learning instructional training limit

Only twenty (20) hours of training via tested online e-Learning instructional training hours may be applied toward partial satisfaction of the annual in-service training requirement.

b. Records requirement

If an examination at the completion of the online e-Learning training is administered by the agency head or designee, the examinations administered, and their results, shall be maintained by the agency for five years from the date the examination was administered. If the testing occurs as part of the online e-Learning class or course, the agency shall only be required to maintain a record that the officer successfully completed the class or course. These records shall be made available for inspection upon request.

210.29 Video, surveillance tapes, or photographs depicting persons engaging in criminal behavior who have not, or will not be charged with a crime, and have not been convicted of a crime may be viewed by law enforcement personnel for training purposes ONLY. Such materials should NOT be viewed by non-law enforcement personnel or used in community lectures unless the identities of the participants in the photos can be protected and their appearance disguised or obliterated.

210.30 Video tapes and/or photographs that have been presented in open court may be used for training and can be viewed by law enforcement or non-law enforcement personnel if a court order has been entered releasing the tapes or photographs for such purpose, and the District Attorney's office has no objection to their use in this manner. However, tapes or photographs that depict persons who have not been convicted of a crime, or have been found not guilty of a crime, may be used in community presentations only if the identities of the participants in the tapes or photographs can be protected and their appearance disguised or obliterated.

In addition, if tapes are to be used in community presentations, employees should always be mindful of the privacy rights of victims and persons depicted in such tapes that have not been convicted of a crime. While there may be no violation of criminal law to allow such images to be seen by the public, there may be civil liability for such activity. Accordingly, Bureau Commanders should review and approve the use of any tape to be presented to the public and non-law enforcement personnel, keeping in mind these guidelines.

210.31 When training presentations are made using photos and/or tapes depicting actual events, participants in the training class should be reminded that the contents of the tapes and/or photos are not to be discussed with or described to persons outside of the law enforcement community.