


Subject: Kinston Police Department	Document #:		Effective Date:	Page:
Training	100 - 8		07-01-2019	1 of 2
Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

This policy applies to training curriculum developed and hosted by all sections of the Kinston Police Department that is intended to support and reinforce Department policies, procedures and tactics. Specialized training for other purposes is approved by the employee's chain of command. Advanced training is utilized to ensure employees receive appropriate and quality training which is relevant to and enhances the operation and mission of the Kinston Police Department.

II. DEFINITIONS

- A. Training Curriculum: A specific body of knowledge presented to train and educates employees. Lesson plans are part of the training curriculum.
- B. Training Officer: A member of the organization that is in charge of the Department's training files and coordinates employee training.

III. POLICY

- A. The Kinston Police Department is committed to continuous process of training to provide its personnel with the knowledge, skills, and abilities to serve the Kinston community. The Training Division is responsible for the scheduling, developing, and delivery of in-service, as well as advanced, and specialized training for all KPD personnel, as well as to external agencies when directed.
- B. Attendance at Non-Department Training Does Not Relieve an Employee of the Duty to Follow Department Policy and Training
- C. Lesson plans must contain certain elements. Lesson plans must contain the following:
 - 1. Course outline
 - 2. Course overview
 - 3. Performance objectives
 - 4. Introductions
 - a. Material presented, to include any and all lecture notes, power point presentations, videos, handouts and/or group activity instructions
 - 5. Exams, if applicable
 - 6. Debriefing
 - 7. Safety plan, if applicable
- D. Training curriculum that is intended to support and reinforce Department policies, procedures and tactics is vetted through the Major of Support Services.
- E. The Chief of Police, through the Major of Support Services, approves all training curriculum.

Subject: Kinston Police Department Training	Document #: 100 - 8		Effective Date: 07-01-2019	Page: 2 of 2
--	-------------------------------	---	--------------------------------------	------------------------

- F. Each shift or division that conducts training shall retain a lesson plan of all curriculums that it presents. The Training Instructor will provide the Training Officer with attendance documentation for courses that are intended to support and reinforce Department policies, procedures and tactics must include a class roster and the name of the lead instructor.

- G. Supervisors are responsible to ensure that each employee in their division completes all mandatory training in a timely manner. Failure to attend mandatory training may result in appropriate disciplinary action.

- H. Employees shall promptly notify their immediate supervisor and the Training Officer when and why they are unable to attend a required training for which they are registered. When an employee determines that he or she will not be able to attend required training for which the employee is registered, the employee must, as soon as practicable, make a reasonable attempt to notify his or her immediate Supervisor and the Training Officer. The employee must provide the reason for not being able to attend training.

- I. Advanced training or continuing education
 - 1. Once the employee has completed the KPD Training Request Form, it is to be turned in to the immediate Captain. The Captain determines an assortment of factors, such as the relevance of the training, staffing or assignments as well as concerns or recommendations, and then decides on the approval. If approved, the Captain forwards the KPD Training Request Form to the Division Major for recommended approval or disapproval at that level and the reasons for the decision.

 - 2. Once the Division Major has reviewed the KPD Training Request Form and if it has been approved, it is then forwarded to the Training Officer where the total cost involved is calculated and added to the form and then forwards it to the Chief of Police for approval or disapproval of the training.

 - 3. Once the training has been approved by the Chief of Police, the KPD Training Request Form is forwarded to the Training Officer who will make proper notification to all affected employees and supervisors, as well as make all necessary arrangements for the training.

 - 4. All notations made at the Captain level, Training Officer level and Division Major level are only recommendations which should provide adequate information for the Chief of Police to make his determination.

 - 5. The Department, under the guidance of the Training Officer, will maintain all training records for the department and employees of the Kinston Police Department, including a record of approved and unapproved training.