Training

203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted, and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

203.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local, and the North Dakota POST Board training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

203.3 OBJECTIVES

The objectives of the training program are to:

(a) Enhance the level of law enforcement service to the public.

(b) Increase the technical expertise and overall effectiveness of department personnel.

(c) Provide for continued professional development of department personnel.

(d) Assist in compliance with statutory requirements.

203.4 TRAINING NEEDS ASSESSMENT

The Training and Development Unit (TDU) shall conduct an annual training needs assessment and complete a report of the training needs. The training needs assessment report shall be provided to the Chief of Police and executive staff. Upon review and approval by the Chief of Police, the needs assessment will form the basis for the training plan for the following fiscal year.

203.5 TRAINING PLAN

It is the responsibility of the Training and Development Unit (TDU) Lieutenant to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and department-required training is completed by all members. The plan shall be developed annually and presented to the Professional Standards Division (PSD) commander who shall review and forward to the Assistant Chief for approval by December 1st of the year preceding the training plan year.

The plan shall include a systematic and detailed method for recording and logging training courses and hours for all members. External training should include any associated costs. Once approved, updates or revisions may be made to any portion of the training plan at any time it is deemed necessary with approval of the Professional Standards Division commander. The plan shall include information on curriculum, training material, training facilities, course and student

Copyright Lexipol, LLC 2024/07/25, All Rights Reserved.
Published with permission by Fargo Police Department

scheduling. The plan shall address the state-required, minimum-mandated training of licensed officers or civilianmembers.

203.5.1 GOVERNMENT-MANDATED TRAINING
Federally-mandated training:

(a) National Incident Management System (NIMS) training (once depending upon position and rank).

State-mandated training:

(a) Officers shall complete no less than 60 hours of POST-certified and/or POST-approved training every three years (N.D.A.C. § 109-02-02-15 et seq.).

(b) Reserve officers shall complete no less than 30 hours of POST-certified and/or POST-approved training every three years (N.D.A.C. § 109-02-02-15 et seq.).

203.6 TRAINING ATTENDANCE

All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to:

(a) Court appearances.

(b) Previously approved vacation or time off.

(c) Illness or medical leave.

(d) Physical limitations preventing the member's participation.

(e) Emergency situations or department necessity.

Any member who is unable to attend training as scheduled shall notify the member's supervisor as soon as practicable but no later than one hour prior to the start of training and shall make arrangements through the member's supervisor and the TDU Lieutenant or designee to attend the required training on an alternate date.

Member's requesting external training shall follow the procedures outlined in SOP 203 (External Training Request Procedure).

If the member is attending a course of instruction or training approved by the Department, but not approved by the ND POST Board and the member wants credit for the subsequent training hours applied to his/her police officer license, the member shall follow the procedures outlined in SOP 203 (External Training Request Procedure).

203.7 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTB's) are contained in a web-accessed system that provides training on the Fargo Police Department Policy Manual and other important topics. The review and issuance of DTB's is the responsibility of the Professional Accountability Unit (PAU) Lieutenant or designee. Generally, one training bulletin is available for each day of the month. However, the number of DTB's may be adjusted with the approval of the PSD commander.

Copyright Lexipol, LLC 2024/07/25, All Rights Reserved.
Published with permission by Fargo Police Department

Members assigned to participate in DTB's shall only use login credentials assigned to them by the TDU Lieutenant. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTB's is copyrighted material and shall not be shared with others outside of the Department.

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisor. Members should not allow uncompleted DTB's to build up over time, and may be required to complete DTB's missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any internet active computer, members shall only take DTB's as part of their on-duty assignment, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy. The PSD commander shall forward a monthly report to the Assistant Chief along with any action taken to ensure compliance with this provision.

203.8 TRAINING RECORDS

The TDU Lieutenant is responsible for the creation, filing, and storage of all training records. Training records shall be retained in accordance with the established records retention schedule.

203.9 REVISION DATE 07/25/2024

Copyright Lexipol, LLC 2024/07/25, All Rights Reserved.
Published with permission by Fargo Police Department