



IN-SERVICE TRAINING



ISSUE DATE:	10 December 2021	EFFECTIVE DATE:	
RESCINDS:			
INDEX CATEGORY:	11 - Training		
CALEA:			

I. PURPOSE

This directive:

- A. outlines required in-service training for Department members.
- B. delineates the specific assignments that require annual refresher training.
- C. continues the use of the eLearning training system.
- D. specifies the notification process for in-service training.

II. GENERAL INFORMATION

- A. The Chicago Police Department is dedicated to professionalism, ethics, integrity, community service, and leadership. In-Service training will promote these values in a holistic approach to training.
- B. In-service training will be conducted using multiple platforms such as classroom instruction, eLearning, roll call training, and streaming videos and may take place in a decentralized manner, including at the district or unit level, through eLearning, or through other electronic means.
- C. In-service training will have mandatory curriculum and optional career-development curriculum.
- D. All required Department in-service training will reflect the Department’s commitment to the guiding principles of procedural justice, de-escalation, impartial policing, and community policing.
- E. The Deputy Chief, Training and Support Group, in coordination of the Training Oversight Committee (TOC) will determine the sequencing, scheduling, and location of all in-service training and will ensure that such in-service training is adequate in quantity, quality, type, and scope.
- F. All Department in-service training will be developed by the Training Division and then reviewed and approved by the TOC before training is delivered.
- G. All instructors of Department in-service training will meet the qualifications and requirements outlined in the directive titled [Department Training](#) and conform to the Department Training Plan.

III. REQUIRED DEPARTMENT TRAINING

- A. All non-probationary police officers who are active duty and available for assignment, including sworn supervisors and command staff, will receive, at a minimum, 40 hours of training which includes 24 hours mandatory courses and 16 hours of either mandatory or elective courses, as determined by the Training Oversight Committee (TOC) and the training requirements established by the Illinois Enforcement Training and Standards Board.
- B. The following topics will be covered in mandatory in-service training **on an annual basis**:
 - 1. law updates;
 - 2. de-escalation, response to resistance, and use of force including scenario-based training with an emphasis on scenarios that end in de-escalation without the use of force;

3. community policing;
 4. impartial policing; and
 5. firearms and weapons qualifications.
- C. **Every two years**, Department members will receive mandatory in-service training on methods, strategies, and techniques for recognizing and responding to hate crimes including the procedures for handling complaints and reports.
- D. The following topics will be covered in mandatory in-service training **every three years**:
1. constitutional and proper use of law enforcement authority;
 2. procedural justice;
 3. civil and human rights;
 4. responding to individuals in crisis and mental health awareness and response;
 5. cultural competency;
 6. officer wellness; and
 7. response to allegations of gender based violence including dispatch response, initial officer response, and on-scene and follow-up investigation.
- E. Department in-service training regarding responding to individuals in crisis will be adequate in quality, quantity, and scope for Department members to demonstrate competence in the subject matter. This in-service training will include, but not be limited to, the following topics:
1. a history of the mental health system;
 2. how to recognize and respond to individuals in crisis, including, but not limited to, identifying types of mental health conditions, signs and symptoms of mental health conditions, common treatments and medications, and common characteristics, behaviors, or conduct associated with individuals in crisis;
 3. the potential interactions Department members may have on a regular basis with individuals in crisis, their families, and service providers, including steps to ensure effective communication and avoid escalating an interaction with an individual in crisis;
 4. techniques to safely de-escalate a potential crisis situation;
 5. the circumstances in which a Certified CIT officer should be dispatched or consulted; and
 6. local resources that are available to provide treatment, services, or support for individuals in crisis, including available pre- and post-arrest diversion programs, and when and how to draw upon those resources.
- F. Department in-service training regarding de-escalation, response to resistance, and use of force will:
1. provide Department members with knowledge of policies and laws regulating the use of force;
 2. equip officers with tactics and skills, including de-escalation techniques, to prevent or reduce the need to use force or, when force must be used, to use force that is objectively reasonable, necessary, and proportional under the totality of the circumstances; and
 3. ensure appropriate supervision and accountability.
- G. All sworn Department members will receive Law Enforcement Medical and Rescue Training (LEMART).

- H. Sworn Department members may voluntarily attend peak performance driving training or be required to attend by the Traffic Review Board, supervisory recommendation, or the Tactical Review Evaluation Division.
- I. Mandatory annual Department in-service training will emphasize the importance of impartial policing by including the following topics and any other topics as determined by the TOC:
1. Department policies regarding anti-bias and impartial policing, including [Prohibition Regarding Racial Profiling And Other Bias Based Policing](#) and [Human Rights and Human Resources](#);
 2. topics covered in procedural justice;
 3. appropriate use of social media;
 4. cultural competency to prepare Department members to interact effectively with people from diverse communities including, but not limited to, people of color, LGBTQI individuals, religious minorities, and immigrants;
 5. recognizing when a person has a physical, intellectual, developmental, or mental disability, including protocols for providing timely and meaningful access to police services for individuals with disabilities; and
 6. the specific historical and racial challenges in the City of Chicago.
- J. Specific responsibilities and assignments within the Department require specialized mandatory annual refresher in-service training. This training will include topics covered in the respective pre-service training and any other topics as determined by the Training Oversight Committee. The assignments requiring annual refresher training will include, but is not limited to:
1. supervisor and command staff training, including training on supervisory duties, managerial and leadership skills, and other topics identified in supervisor pre-service training;
 2. field training officer;
 3. school resource officer; and
 4. instructor development.
- K. Certified Crisis Intervention Team officers must attend an eight hour refresher, at minimum, CIT training every three years to maintain the CIT officer designation. Department members who were trained prior to April 2021 will have four years to complete the refresher CIT training before falling into the three-year cadence to maintain CIT officer designation.
- NOTE:** Department members that are certified CIT officers may satisfy mandatory in-service training requirements by attending CIT refresher training.
- L. Returning Service Officers (RSOs)
1. Department members, including supervisors and command staff, returning to active duty after taking a leave of absence of a year or more must complete all mandatory in-service training that was missed during that time as outlined in the directive titled Returning Service Officer.
 2. At a minimum, RSOs must complete in-service training related to de-escalation, response to resistance, and use of force before returning to their unit of assignment.
 3. RSOs must complete all missed mandatory in-service training within the first full year of returning to active duty.
 4. Where the same mandatory in-service training has been updated or required multiple times during the RSO's leave of absence, RSOs are only required to take the most recent offering.

IV. ELEARNING TRAINING SYSTEM

- A. All eLearning training will be reviewed and approved by the TOC to ensure that instructional objectives are sufficiently achieved and will be consistent with training development consistent with the directive titled [Department Training](#).
- B. All eLearning training will test Department members on comprehension of the underlying subject matter.
- C. Department members will be automatically enrolled for scheduled eLearning training modules and notified via Department email.
NOTE: Department members are required to check their Department email at least once per tour of duty in accordance with the Department directive titled "[Use of the Internet](#)."
- D. Upon notification, Department members are required to log into the eLearning Training System and complete the training by the required due date.
- E. Department members on furlough, medical roll, or any other Department-approved status will complete the auto-enrolled eLearning training modules within thirty days of returning to duty.
- F. Unit commanding officers or executive officers will monitor member use of the system, ensure the training is completed in the allotted time, and take the appropriate action as necessary for noncompliance.

V. IN-SERVICE TRAINING NOTIFICATION PROCESS

- A. Department members are automatically enrolled for required annual training based on their furlough, watch, and day-off group assignments at the time of the enrollment.
- B. Department members will receive timely notifications of scheduled training via Department email and supervisor notification.
NOTE: Department members are required to check their Department email at least once per tour of duty as delineated by the Department directive titled "[Use of the Internet](#)."
- C. Police officers with a steady watch assignment (1st, 2nd, and 3rd watch) must receive a minimum of seven days advance notice when scheduled to attend in-service training that would require a change of start times by more than plus or minus two hours from the contractually agreed upon start time.
NOTE: For in-service training, the Department is limited to a maximum of six programs per year, for a maximum of eighteen days per year, to provide this seven-day advance notice to police officers without incurring premium compensation.
- D. Police officers with an assigned day-off group must receive a minimum of seven days advance notice when scheduled to attend in-service training on their regular days off.
NOTE: For in-service training, the Department is limited to a maximum of seven programs per year, for a maximum of twenty-eight days per year, to provide this seven-day advance notice to police officers without incurring premium compensation.
- E. District commanders and unit commanding officers will:
 - 1. ensure that Department members are notified of scheduled training consistent with the procedures outlined in this directive.
 - 2. designate a supervisor under their command to be trained on the training notification process including the Jaspersoft Reporting Application and the LMS.
- F. On a daily basis, the designated unit supervisor will:

1. ensure a "Daily Training Notification Report" is printed from the Jaspersoft Reporting Application that will contain the name, date, location, and time of training as well as indicating the names, star numbers, PC numbers, and employee numbers of Department members scheduled for training.

NOTE: The "Daily Training Notification Report" can be found in the Training Division folder located within the Jaspersoft Reporting Application.

2. forward the "Daily Training Notification Report" to the designated supervisor on the respective watches.
3. receive the "Daily Training Notification Report" from each watch on a daily basis to update the LMS. Reports will be retained in conformance with the Forms Retention Schedule ([CPD-11.717](#)).

NOTE: Notification updates are made using the "User Notification" link located under the "Administration" tab of the LMS.

- G. Using the "Daily Training Notification Report" from the Jaspersoft Reporting Application, the watch operations lieutenant/designated watch supervisor will:

1. ensure that training notifications are given to scheduled Department members in a timely manner.
 - a. Watch operations lieutenant or designated watch supervisors will ensure notifications for scheduled training that involve changes in a Department member's designated start time, watch, or day-off-group are in compliance with the affected Department member's Collective Bargaining Agreement.

NOTE: "The Agreement Between the Fraternal Order of Police Chicago Lodge No. 7 and the City of Chicago" requires 7 days notice to the officer for a change in watch assignments or designated start times of more than two hours for in-service training unless the change involves one of the exceptions listed in the "Change of Schedule" section of the Collective Bargaining Agreement.

- b. When a watch operations lieutenant or designated watch supervisor becomes aware that a notification for scheduled training is in violation of a Department member's Collective Bargaining Agreement, they will notify their unit supervisor of exempt rank. The unit supervisor of exempt rank will reschedule the member for training via LMS to ensure the notification and scheduling are within the terms of the agreement and consistent with this directive.
2. notify Department members of scheduled training, and sign, date, and enter his or her star or employee numbers on the "Daily Training Notification Report" to indicate that the notifications were made.
 - a. The "Daily Training Notification Report" will only contain the names of those members for whom a training notification has been received and the member has not been previously notified.
 - b. The "Daily Training Notification Report" will be returned to the unit commanding officer's office every day (except for weekends and holidays) once notifications have been made for update into the LMS. Reports from weekends and holidays will be returned to the unit commanding officer's office on the next regular scheduled work day.

- H. When a member is unable to be notified (medical roll, injury on duty, etc.), the unit supervisor of exempt rank will reschedule the member consistent with this directive.

Authenticated by KC

21-030 ASH

David O. Brown
Superintendent of Police

DRAFT