



DEPARTMENT TRAINING



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CALEA:	Law Enforcement Standard Chapters 33 and 41 and Law Enforcement Training Academy Standards Chapters 1, 4, 6, and 7		

I. PURPOSE

This directive:

A. continues:

1. the Department Training Records Maintenance Program.
2. requirements for Department members engaged in an official training function on a regular basis for their unit of assignment.
3. responsibilities for members attending Department-funded training.
4. procedures for developing new and revised Department training.
5. the Learning Management System (LMS) and the training notification process.
6. "Daily Training Notification Report" accessible through the Jaspersoft Reporting Application.
7. the electronic training deviation process via the CLEAR Application.
8. training notification, attendance, and appearance responsibilities of Department members.

B. continues the use of the:

1. Standardized Attendance Sheet ([CPD-63.203](#)).
2. Standardized Lesson Plan ([CPD-63.120](#)).
3. Course Summary Sheet—eLearning Modules-Streaming Videos ([CPD-63.121](#)).
4. Course Summary Sheet—Guest Presenters ([CPD-63.122](#)).

C. introduces the use of:

1. New Course Approval Request ([CPD-63.123](#)).
2. Instructor Development Report ([CPD-63.124](#)).

II. DEFINITIONS

A. **Community Policing.** A philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

B. **De-Escalation.** Department members are required to use de-escalation techniques to prevent or reduce the need for force, unless doing so would place a person or a Department member in immediate risk of harm, or de-escalation techniques would be clearly ineffective under the circumstances at the time, in accordance with G03-02, "[De-escalation, Response to Resistance, and Use of Force.](#)"

- C. **Impartial Policing.** The practice policing fairly, with courtesy and dignity, and without bias to promote broad community engagement, foster public confidence in the Department, and build partnerships between law enforcement and members of the community that support the effective delivery of police services.
- D. **Procedural Justice.** The practice of employing and focusing on the concepts of giving others a voice (listening), neutrality in decision making, respectful treatment, and trustworthiness.

III. GENERAL INFORMATION

A. Department Training Maintenance Program

The Training Division will function as a clearinghouse for all training, materials, and training records of the Chicago Police Department. For identification purposes, training classes are given class names and class record numbers by the Instructional Design and Quality Control Section, Training Division. Completed training classes are entered into members' training records. The Training Division is responsible for recording and maintaining training completion records of Department members. The Deputy Chief, Training and Support Group, has complete authority over all Department training. The Deputy Chief, Training and Support Group reports directly to the Executive Director, Office of Constitutional Policing and Reform.

B. Training and Support Group

The Deputy Chief, Training and Support Group, or designee directs the resources of the Training Division; identifies the training needs of the Department; and ensures that the education and training of recruit and incumbent personnel adhere to Department policy, the guidelines established by the Illinois Law Enforcement Training and Standards Board, and all directives from the Deputy Chief, Training and Support Group. The Training Division administration includes the Administrative Office and Procurement and Facilities Management sections. The Division consists of the following sections:

1. Operations Training Section

The Operations Training Section consists of the following units: Recruit Operations, Law, Physical Skills, Technology, Returning Service Officer, and Field Training. The section manages and conducts the basic recruit training for the Department's probationary police officers and for other metropolitan jurisdictions. The Law Unit provides training related to legal issues; the Physical Skills Unit conducts all control-tactics training and administers the annual physical fitness exam; the Technology Unit is responsible for training in the use of mobile technology and Department applications; the Returning Service Officer Unit coordinates initial and refresher training, provides legal and policy updates, weapons requalification, and steps for reintegration, mental wellness, and tactical safety, as appropriate to returning service officers; the Field Training Unit is responsible for pre-service and in-service training for field training officers consistent with the Department directive titled "[Field Training and Evaluation Program](#)."

2. Instructional Design and Quality Control Section

The Instructional Design and Quality Control Section (IDQC) consists of the following units: Recruit Training; In-Service Training; Pre-Service Training; eLearning and Training Records Maintenance; and Examinations, Evaluations, and Instructor Development. *This section also includes the Consent Decree Compliance and Accreditation Unit as well as the Freedom of Information Act (FOIA) and Subpoena Unit.* The IDQC section routinely reviews lesson plans to ensure the lesson plan and related instructional material adheres to current research, policy, and law. The *IDQC Section* identifies training and performance needs based on the analysis in the Department's annual Training Needs Assessment and Training Plan. Any new training established by the *Training Division* as well as the recruit curriculum is developed, designed, and modified by the *IDQC Section* units. The *IDQC Section* units monitor, evaluate, and recommend updates to the curriculum and lesson plans. The eLearning and Training Records Maintenance Unit develops online learning modules and is responsible for the maintenance of Department training records and materials. The Examinations, Evaluations, and Instructor Development Unit develops, maintains, and administers examinations to validate recruit, pre-service, and in-service training programs and *ensures that testing is administered in a reliable and fair manner.* *The Examinations, Evaluations, and Instructor Development Unit, in conjunction with the training sections, designs and develops both knowledge-based and performance-based tests according to best practices that assess the knowledge and skills required for successful job performance that align with the materials delivered in training.* *The Examinations, Evaluations, and Instructor Development Unit* coordinates the evaluation of instructor performance and curriculum development for the Instructor Development Program. In addition, the Examinations, Evaluations, and Instructor Development Unit monitors, evaluates, and makes recommendations in regard to the delivery of training, course content, and course needs for overall effectiveness and relevance. *The Consent Decree Compliance and Accreditation Unit acts as the liaison with the Reform Management Group as well as the Professional Standards and Compliance Division to facilitate consent decree-related changes and document productions.* *This unit also works in conjunction with the Research and Development Division on accreditation and policy-related tasks.* *The FOIA and Subpoena Unit fulfills all legally mandated requests for the Training and Support Group.*

3. Firearms Training Section

The Firearms Training Section consists of the Academy Range, Outlying Ranges, Armory, Taser Repair Center, and Carbine Program. The Academy Range Recruit Training Program provides training in firearm safety, basic marksmanship, and proficiency. The outlying range conducts ongoing firearms safety training and annual qualifications. The Armory Unit is responsible for all Department ammunition, procurement, maintenance, and issuance of Department weapons. The Taser Repair Center Program is responsible for issuance, repairs, and maintenance of Department Tasers. The Patrol Carbine Program is responsible for the certification, qualification, and zeroing of Department members on the patrol carbine.

4. In-Service Training Section

The In-Service Training Section develops and presents *in-service* training programs for incumbent Department members. Training includes specialized *instruction* for both sworn and civilian members using internal and external instructors and the development and delivery of community education programs for members of the public. The In-Service *Training* Section consists of the following units: Procedural Justice, Use of Force and De-escalation Simulator, *Video Services*, and Driving School. The Procedural Justice Unit teaches members research-based methods of building legitimacy through positive interactions with community residents. The Use of Force Unit provides training to members on the Department's use of force policy, force mitigation techniques, mental health, and other topics. The Use of Force and De-escalation Simulator Unit offers the use of video and CGI (computer-generated imagery) scenarios that allow training in situational awareness and contact, cover, and threat assessment. The Driving School Unit provides training classes for recruits, in-service members, preventable traffic crashes, and police all-purpose vehicles.

5. Career Development and Officer Wellness Section

The Career Development and Officer Wellness Section develops and presents continuing education training focusing on career development and officer wellness. The section consists of the following units: Pre-Service Training, Instructor Development, Executive Development, Officer Wellness and Resiliency, and Law Enforcement Medical and Rescue Training (LEMART)/Individualized Critical Incident Overview Training (ICIOT). The Pre-Service Training Unit is responsible for the planning, execution, and delivery of pre-service training for sergeants, lieutenants, captains, and exempt members. The Instructor Development Unit conducts initial and refresher training on effective teaching methods, adult-learning techniques, curriculum development, and other tools and skills to enhance instructor training knowledge and delivery. The Executive Development Program provides training for future leadership of the Chicago Police Department. The Officer Wellness and Resiliency Unit provides training on stress management, alcohol and substance abuse, mental wellness, Department support services, and other methods to promote well-being. The LEMART/ICIOT Unit provides tactical medical training that is an investment in police officers to empower and build the necessary confidence to take lifesaving action to both self and others while embodying the core principles of procedural justice, the sanctity of life, and positive community engagement. The unit also facilitates the training for the ICIOT program.

6. Domestic Preparedness Section

The Domestic Preparedness Section consists of the following units: Respirator, Tactical Training (TTU), and Domestic Preparedness. The Respirator Unit is responsible for the procurement, training, fit testing, and issuance of Department-issued respirators. The Domestic Preparedness Unit is responsible for training first responder awareness, response, and actions when encountering suspected terrorists, organizations, and individuals. The unit also instructs hazardous materials refresher courses, Field Force Options (crowd control), Incident Command System (ICS), and other related topics. The Tactical Training Unit provides basic instruction to safely and effectively enter and clear rooms using tactical techniques to search, identify, and control persons in reality-based scenarios.

7. Decentralized Training Section

The Decentralized Training Section conducts training and disseminates critical material to officers in their assigned districts or units of assignment on a regular basis with minimal impact on district or unit staffing levels. Training topics are refreshed each period, with the goal of presenting up-to-date and relevant material. The section provides hands-on training in small groups on all watches in each district and identified units. The training consists of roll call training and tour of duty training. Roll call training reviews pertinent updates of policies, law, and law enforcement trends at daily roll calls with classroom instruction. Tour of duty training is more robust, is conducted after roll call, and often includes hands-on and scenario-based training.

8. Awards and Recognition Section

The Awards and Recognition Section manages the Department's formal recognition system and assists the Superintendent of Police in honoring exceptional work performance, including meritorious and heroic acts. This recognition brings credit to the Department and enhances the Department's ability to meet its mission. Core activities of the Awards and Recognition Section include the following: holding retired star ceremonies honoring members killed in the line of duty; coordinating the presentation of the Department's highest honors; organizing and providing administrative support for the quarterly meetings of the Department's Awards Committee; managing the distribution of awards that acknowledge members for superior performance during major events, for a positive performance involving attendance and fitness, and for meeting the military service criterion; and coordinating the presentation of awards to citizens and members of other agencies for activities in coordination with the Department. The Awards and Recognition Section oversees the electronic awards submission process and the associated complementary histories for awards approved through the electronic system.

IV. DEVELOPMENT OF DEPARTMENT TRAINING

- A. Department training must be reviewed and approved by the commanding officer of Instructional Design and Quality Control (IDQC), Training Division, prior to implementation. The New Course Approval Form (CPD-63.123) will be submitted with the corresponding Standardized Lesson Plan (CPD-63.120) or Course Summary Sheet—Guest Presenters (CPD-63.122) form. Training that is deemed confidential or classified by the appropriate bureau chief is excluded from this requirement. Records for confidential or classified training will be maintained at the Bureau level.

NOTE: The Deputy Chief, Training and Support Group, will be notified of training that is conducted on an emergency basis, where time does not permit the training to be approved. The training will be submitted within two weeks of the training completion.

- B. All training lesson plans for the Department will use the Standardized Lesson Plan ([CPD-63.120](#)). New Lesson Plans will be created using the Standardized Lesson Plan and existing lesson plans will transition to the new format when they are revised or updated. The IDQC section will only approve lesson plans submitted using the standardized format. All training courses conducted by the Department will include, at a minimum:
- guiding principles of procedural justice, de-escalation, impartial policing, and community policing;
 - the instructional goal of the lesson plan;
 - learning objectives;
 - methodology;
 - performance measurements;
 - grading guidelines (for practical exercises/scenario-based training);
 - risk assessment of safety issues (for practical exercise/scenario-based training);
 - use of outside personnel (non-CPD) as actors (if applicable); and
 - a process for approval, review, and revision of lesson plans.
- C. The Course Summary Sheet—eLearning Modules—Streaming Videos ([CPD-63.121](#)) will be used as a lesson planning strategy for all eLearning and streaming videos. The Course Summary Sheet for eLearning Modules and Streaming Videos will be completed by Department personnel who develop eLearning or streaming video-based curriculum. Upon completion, the Course Summary sheet will be returned to the commanding officer of the IDQC section for approval, signature, and record retention.
- D. The Course Summary Sheet—Guest Presenters ([CPD-63.122](#)) will be completed by guest presenters or instructors from outside agencies **before** conducting training for the Department. The unit providing the training course will:
- provide the preface of the Training Division staffing manual;
 - direct the guest presenter to complete the Course Summary Sheet—Guest Presenters; and
 - obtain copies of the training course materials.
- E. The unit will submit the completed Course Summary Sheet—Guest Presenters and the copies of the training course materials to the commanding officer of IDQC for approval, signature, and record retention. When training materials used by a guest presenter or instructor are revised or updated, a new Course Summary Sheet-Guest Presenters form along with associated training materials must be resubmitted to IDQC for approval, signature, and record retention.

NOTE: Any new training that was submitted and approved, but was not part of the Training Plan, must be presented to and approved by the Training Oversight Committee prior to implementation.

V. DEPARTMENT TRAINING INSTRUCTORS

A. Department members whose duties include teaching or developing Department-approved training and *curriculum*, regardless of unit of assignment, will attend the Department's instructor academy course. The training will include, at a minimum:

1. *curriculum* and lesson plan development;
2. performance objective development;
3. *effective teaching and adult learning techniques*;
4. testing and evaluation techniques;
5. peer review; and
6. resource availability and use.

NOTE: *Department members who guest lecture for Department-approved training will attend the Department's instructor academy at the direction of the Deputy Chief, Training and Support Group.*

B. *The Department's instructor academy course will be certified by the Illinois Law Enforcement Training and Standards Board (ILETSB).*

C. *All Department training instructors must be appropriately qualified and trained for their instructional roles and use only approved curricula and lesson plans. Instructors will meet the required qualifications listed in the applicable Notice of Job Opportunity.*

D. *All Department training instructors will have the following minimum qualifications:*

1. *five years in grade;*

NOTE: *Special consideration may be given to applicants with three years in grade that possess special skills, experience, or education with approval from the Deputy Chief, Training and Support Group.*

2. *an acceptable disciplinary record. The applicant's disciplinary record cannot reflect any sustained Complaint Register (CR) investigations for misconduct resulting in suspensions of more than seven days during the preceding twelve-month period or a record of three or more sustained CR investigations resulting in suspensions of any length of time within the past five years;*

3. *no outstanding debt to the City of Chicago;*

4. *acceptable guidelines for medical roll usage. The applicant will be disqualified if the applicant's medical-roll usage reflects nine or more medical incidents or forty-five days or more on the medical roll within the preceding three-year period, absent exceptional circumstances, or demonstrates a pattern of medical-roll abuse or misuse;*

NOTE: *Medical time used in relation to approved FMLA leaves, ADA accommodations, or IOD injuries cannot be the basis for disqualification.*

5. *acceptable attendance guidelines. The applicant's attendance record cannot reflect any unauthorized absences within the preceding twelve-month period; and*

6. *performance ratings above the minimum rating score necessary to qualify for a step increase as defined in the Department directive titled [Performance Evaluations of All Sworn Department Members below the Rank of Superintendent](#) for each of the two last evaluations.*

- E. The training division will place emphasis on and give special consideration to instructor applicants that possess other desired qualifications, including, but not limited to:
1. excellent oral communication skills with emphasis on the ability to provide accurate instruction to recruits and in-service officers in groups and teams;
 2. the ability to work in a team setting and solve problems;
 3. the ability to independently identify and solve problems based upon Department directives, policies and procedures;
 4. prior teaching experience or lesson plan development experience;
 5. specific training certifications from, or courses completed through, accredited organizations, governmental agencies, or other training programs that may be applied to existing Training Division course curriculum;
 6. attainment of, or current enrollment in, a bachelor's degree from an accredited university or college;
 7. applicable work, military, or educational experience; and
 8. other qualifications necessary to specific instructor notice of job opportunity (e.g., firearms or gym instruction).
- F. The Training Division will actively recruit and retain instructors to ensure sufficient qualified instructors to meet the needs of the Department and requirements of the Training Plan.
- G. Instructors will be trained in the specific subject matter they are assigned to teach and will also be cross-trained in other related subjects so that instructors are equipped to deliver effective interdisciplinary instruction.
- H. Documentation of instructor development will be recorded on the Instructor Development Report (CPD-63.124). The form and instructional materials will be forwarded to trainingrecords@chicagopolice.org.
- I. Instructors must receive approval from the Illinois Law Enforcement Training and Standards Board (ILETSB) in order to teach certified ILETSB courses.
- J. The Training Division will conduct annual instructor performance reviews. Performance reviews will include classroom observations, Department member feedback, and in-person meetings with instructors to discuss performance and areas of improvement, and these performance reviews will be considered in assessing whether instructors may continue to serve in that role.

VI. ADMINISTERING DEPARTMENT TRAINING

- A. The schedules for all Department-approved training must be submitted to the Deputy Chief, Training and Support Group, before the training is scheduled to begin.
- B. The Standardized Attendance Sheet Form ([CPD-63.203](#)) will be the only form used to record the attendance of Department members participating in any in-person in-service or Department-conducted training. Department members:
1. attending the training will complete the information required on the Standardized Attendance Sheet.
 2. conducting or supervising the training will complete the "Course Information" and "Session Information" sections of the form and email the Standardized Attendance Sheet within three business days upon the completion of the training to the Training and Support Group using the email trainingrecords@chicagopolice.org.

- C. Department-Funded Training
Department members will refer to the Department directive titled "[Travel, Department-Funded Training, and Reimbursement Guidelines](#)," which establishes travel, Department-funded training, and reimbursement guidelines for Department members who will be traveling at the expense of the Department and/or participating in Department-funded training.
- D. Evaluations and Examinations During Department Training
1. The Training Division will implement testing policies and procedures to ensure that any Department-member testing that is administered is reliable and fair.
 2. To achieve this purpose, both knowledge-based and performance-based tests will be designed, developed, administered, and scored according to best practices.
 3. All tests will assess the knowledge and skills required for successful job performance and will align with the materials delivered in the specific Department training.
 4. Training conducted via the eLearning system will include end of course evaluations as appropriate.
- E. The Training Division will review test scores and course evaluations to identify any issues, take corrective action, and recommend additional training as needed.

VII. RESPONSIBILITIES

- A. Training and Support Group
1. The Deputy Chief, Training and Support Group, will review submitted training requests for development by the Training Division.
 2. Upon approval by the Deputy Chief, Training and Support Group, or designee, the IDQC or In-Service sections will receive and review submitted requests and develop training through the input of subject-matter experts.
 3. To add quality and effectiveness to the development of training, the Training Division will seek the assistance of outside expertise, when feasible, practical, and appropriate, either in developing curricula and lesson plans or reviewing pilot versions of Department training. These experts include, but are not limited to:
 - a. Department members of all ranks;
 - b. members of the community;
 - c. legal and law enforcement professionals;
 - d. crime victims;
 - e. subject matter experts;
 - f. and mental health professionals.
 4. The IDQC supervisor or their designee will conduct a review of the newly developed training and ensure that it is forwarded to the Office of Legal Affairs for review.
 5. Upon approval by the Deputy Chief, Training and Support Group, a class code number or eLearning module will be created.
 6. The Deputy Chief, Training and Support Group, or designee will:
 - a. inform Department members, including supervisors, of all available in-service training, professional development opportunities, and employee assistance resources by publishing the annual Training Plan.

- b. advise all Department members on the role of the Office of the Inspector General in overseeing the hiring and promotions process.
 - c. conduct annual instructor performance evaluations.
 - d. ensure that community engagement is conducted in the development of Department-approved training and curriculum where it would add to the quality and effectiveness of Department training or curriculum.
7. The Deputy Chief, Training and Support Group, or designee, will prepare and submit annually a Needs Assessment Report, the Training Plan, and an Annual Training Summary Report.
 - a. The Needs Assessment Report is an annual, written report that identifies data collection and analysis pertaining to use of force reviews, discipline and civilian complaints, officer safety issues, input from Department members, collective bargaining units, and members of the community; recommendations from Department oversight entities; research of law enforcement best practices and changes in law, Department policy, Illinois Law Enforcement Training Standards Board requirements; and evaluations of training courses, instructors, and field training officers.
 - b. The Training Plan is an annual, written report for the Department's recruit, field, in-service, and pre-service promotional training to ensure that Department members are training to safely, effectively, and lawfully carry out their duties in accordance with the law, Department policy, and best practices. The Training Plan identifies activities and outcomes to be measured by developing a process that provides for the collection, analysis, and review of course and instructor evaluations. This process measures the effectiveness of existing training and improves the quality of future instruction and curriculum.
 - c. The Annual Training Summary Report is an annual report submitted to the Training Oversight Committee and the Superintendent of Police. At minimum, this report will:
 - (1) contain a description of each course, including a summary of the subject matter;
 - (2) state the duration, date, location, and number of members by rank who completed the training;
 - (3) identify whether the training was part of the recruit, in-service, or pre-service promotional training program;
 - (4) state whether the training was centralized or decentralized, and delivered in-person or through eLearning;
 - (5) list whether the training was mandatory, elective, or remedial; and
 - (6) document the members who did not complete required training and any remedial training actions taken.
8. The Deputy Chief, Training and Support Group or designee, will review and oversee the Department's decentralized in-service training program to ensure compliance.
9. Only Department members designated by the Deputy Chief, Training and Support Group, may enter completed training by Department members.
10. The Deputy Chief, Training and Support Group, will retain records in conformance with the Forms Retention Schedule ([CPD-11.717](#)).
11. The IDQC supervisor will ensure that all Department members who develop eLearning Modules or Streaming Videos complete the Course Summary Sheet—eLearning Modules—Streaming Videos ([CPD-63.121](#)).

B. Unit Commanding Officers

Upon identifying an area of training need, the unit commanding officer will:

1. request such training through the Deputy Chief, Training and Support Group, online module.
2. submit to the Deputy Chief, Training and Support Group, a Standardized Lesson Plan ([CPD-63.120](#)) for the training they wish to conduct.
3. upon lesson-plan approval from the Deputy Chief, Training and Support Group, unit commanding officers will submit the:
 - a. Standardized Attendance Sheet ([CPD-63.203](#)), and
 - b. performance of individual members as measured by tests, if administered.
4. ensure all Course Summary Sheets and materials will be returned by guest presenter or the developing Department member to the commanding officer of IDQC for the final approval of the curriculum, a signature, and record retention.

C. Department Members

1. Members attending Department-approved programs by outside agencies will forward original course materials, excluding applicable copyrighted materials, directly to the Training Division, Attention: Instructional Design and Quality Control. IDQC will serve as the repository for copies of course materials provided to members who participate in Department-funded training programs.
2. The Deputy Chief, Training and Support Group or designee, has the authority to approve non-Departmental training to be entered into a member's training record. To receive credit for training that was not conducted by the Department or was not authorized prior to the training, the member will:
 - a. complete a To-From-Subject Report directed to the Deputy Chief, Training and Support Group. The subject line of the report will read "Request for Training Credit."
 - b. attach a copy of the certificate, diploma, or letter of attendance.
 - c. hand-carry or send via police mail to the Training Division, Attention: IDQC.

D. The Department will not tolerate plagiarism in the development of training lesson plans and course materials. Copyright and licensing laws will be followed accordingly when developing training lesson plans and course materials.

VIII. TRAINING MATERIALS

- A. All training materials disseminated to Department members and displayed at Department facilities will adhere to current Department policy.
- B. The Graphic Arts and Print Shop, Public Safety Administration, will ensure the production of all training materials reflect Training Division approved content.
- C. Exempt command staff members responsible for the management of a Department facility will ensure that all training materials displayed at the Department facility under their command reflect the content of current Department directives.

NOTE: Exempt command staff members may contact the Training Division or Research and Development Division, as appropriate, with questions about the accuracy of training materials displayed at their facility or any related Department directives.

IX. LEARNING MANAGEMENT SYSTEM (LMS)

Located on The Wire homepage under Applications, the Learning Management System:

- A. is a computerized system used to schedule training for Department members and track training notifications and attendance.
- B. provides historical records for assigned member training notifications.

X. TRAINING ATTENDANCE RESPONSIBILITIES

- A. Department members will be notified via email for scheduled, rescheduled, and cancelled training. In addition, email notifications may include uniform and equipment requirements for training, directions to the training location, or other pertinent information.
- B. Department members scheduled to attend training either at the beginning or for the entire tour of duty at a training facility that has a Chicago Police Department designated identification card reader will swipe-in at the beginning of training consistent with the Department directive titled "[Time and Attendance Swiping Program](#)."

NOTE: The swipe requirement will be waived for Department members scheduled for training at a facility that does not have a Chicago Police Department designated identification card reader.

- C. Department members attending training will provide the information required on the Standardized Attendance Sheet ([CPD-63.203](#)).
- D. Designated unit supervisors will refer to the Department directive titled "[Time and Attendance Record](#)" when completing the Automated Daily Attendance and Assignment Record. Designated unit supervisors will utilize attendance codes that govern attendance requirements set by the Department (e.g., training, exchange day off, miscellaneous detail).

XI. TRAINING ABSENCES

- A. Only unit supervisors of exempt rank are authorized to change the class registration date of a member who has been scheduled to attend training via the LMS.
- B. Department members who can anticipate an absence in advance of scheduled training (furlough extension, court, time due, etc.) will notify the watch operations lieutenant/designated watch supervisor in their unit of assignment as soon as the member becomes aware of his or her inability to attend. The appropriate supervisor will immediately notify their unit supervisor of exempt rank. The unit supervisor of exempt rank may reschedule the member consistent with this directive.
- C. Department members who cannot anticipate their absence and are unable to attend scheduled training on the same day that scheduled training is to take place (e.g., medical roll) will notify the watch operations lieutenant/designated watch supervisor at least one hour prior to their scheduled reporting time. In units not staffed until the member's reporting time, the notification will be made within fifteen minutes after the scheduled reporting time. The member will give the reason for the absence and any other information requested by the supervisor. The notified supervisor will immediately notify their unit supervisor of exempt rank. The unit supervisor of exempt rank must reschedule the member in the LMS no later than four hours after the start time of the scheduled training.
- D. Unit supervisors of exempt rank will assign a Department member under his or her command to replace the absent member for the originally scheduled training and register the newly assigned Department member to the training via LMS.
- E. Department members who anticipate a late arrival to training will notify the watch operations lieutenant/designated watch supervisor as soon as they realize that they will be late. The notified supervisor will immediately make a required email notification to the appropriate training program.
- F. Email addresses are as follows:
 - 1. Procedural Justice (PJ1, PJ2, and PJ3 Managing Implicit Bias):
Procedural.Justice@chicagopolice.org;

2. Use of Force: UseofForce@chicagopolice.org; and
 3. LEMART/CPR Refresher: Lemart@chicagopolice.org.
- G. The unit supervisor of exempt rank who authorizes the absence of a member from scheduled training will:
1. access the LMS without delay to document the reason for changing the registration, and
NOTE: If "Other" is selected as the reason for changing the registration, the unit supervisor of exempt rank must provide a detailed explanation in the remarks field.
 2. change the registration for the Department member to the earliest available training date, consistent with the provisions of the member's Collective Bargaining Agreement and the member's availability (e.g., furlough, furlough extensions, regular days off, approved use of compensatory time, court appearance).
NOTE: For reference, the next available date will be highlighted in blue on the LMS monthly calendar.
 3. assign a Department member under his or her command to replace the absent Department member for the originally scheduled training.
 4. access the LMS to register the newly assigned Department member to the training.
- H. The unit supervisor of exempt rank will ensure a rescheduled training date that involves changes in a Department member's designated start time, watch, or day-off-group are consistent with this directive and in compliance with the affected Department member's collective bargaining agreement.
- I. Department members who fail to attend scheduled training or to notify the watch operations lieutenant or designated watch supervisor of an inability to attend may be subject to summary punishment under Transgression Number 16, "failure to perform assigned task," consistent with the Department directive titled "[Summary Punishment](#)."
- NOTE:** Nothing in this directive precludes obtaining a Log Number when it is deemed appropriate.

XII. TRAINING DEVIATION PROCESS

- A. To effectively initiate, process, investigate, and manage training deviations, the Department has developed an electronic training deviation process via the CLEAR Application.
- B. The Deputy Chief, Training and Support Group, will ensure that training deviations are initiated and processed, as appropriate, according to the procedures outlined in this directive.
- C. District commanders or unit commanding officers will:
 1. monitor the training deviation process within their units to ensure that it is administered fairly and equitably by supervisors under their command.
 2. review training deviation investigations submitted by designated supervisors under their command and indicate approval, when appropriate, with the investigation results. If the district commander / unit commanding officer:
 - a. approves a training deviation investigation, it will be submitted to the appropriate deputy chief or next-level exempt member for final approval.
 - b. does not approve the training deviation investigation, it will be returned to the appropriate unit supervisor for additional information supporting the investigation or revisions, as necessary.
 3. designate the appropriate unit supervisor to oversee the training deviation process and approve training deviation investigations for each watch.

- D. Designated unit supervisors will:
1. oversee the training deviation process for their watch, ensuring that:
 - a. the Training Deviation Application in CLEAR is accessed daily to identify training deviations that require unit action (e.g., investigator assignment, review, and approval).
 - b. training deviation investigations are processed via the Training Deviation Application in CLEAR, and forwarded to the district commander/unit commanding officer for review.
 2. assign watch supervisors to investigate training deviations initiated by the Training Division for personnel under their command.
 3. review training deviation investigations submitted by designated supervisors under their command and approve the investigation results, when appropriate.
- E. Supervisors assigned to investigate a training deviation will:
1. be notified by the designated unit supervisor of assigned training deviation investigations.
 2. conduct training deviation investigations consistent with current procedures and the procedures outlined in this directive. The investigating supervisor will use the Training Deviation Application in CLEAR to:
 - a. document his or her investigation and any reply to the deviation in the "Reply" section of the training deviation.
 - b. when appropriate, record any Summary Punishment Action Request (SPAR) number obtained as a result of the investigation.

NOTE: Department members that fail to attend scheduled in-service training or to notify superiors of an inability to attend may be subject to summary punishment under Transgression Number 16, "failure to perform assigned task," consistent with the Department directive titled "[Summary Punishment](#)."
 - c. upload any attachments related to the investigation, if necessary.
 3. submit the completed training deviation investigation in the Training Deviation Application located in CLEAR and notify the designated unit supervisor that the training deviation investigation has been submitted for review and approval.
- F. Deputy chiefs or next-level exempt members will review training deviation investigations submitted by units under their command and indicate final approval of the training deviation investigation, as appropriate.

XIII. TRAINING RECORDS MAINTENANCE

The Training Division will utilize a centralized electronic system for scheduling and tracking all Department members' training, and a centralized electronic file system for assessing the content and delivery of all Department training. The Training Division is responsible for the maintenance of all training records unless otherwise authorized by the Deputy Chief, Training and Support Group, as outlined below:

- A. The Training Division is responsible for the maintenance of the following Training Records:
1. operations training and in-service training,
 2. firearms training,
 3. eLearning, and
 4. training bulletins.

B. Districts and Units

Districts and units will continue to enter training records consistent with the Department directive titled "[Watch Changes-Roll Call Training.](#)"

1. roll call training, and
2. streaming video training.

(Items indicated by *italics/double underline* were added or revised.)

Authenticated by KC

David O. Brown
Superintendent of Police

21-030 ASH

ADDENDA:

1. S11-10-01 - Training Notification and Attendance Responsibilities

DRAFT