
 University of Pittsburgh Police Department Rules & Regulations Manual	Reference Number: 2 – 12 (Chapter / Section) PLEAC 1.10.1
	Issue Date: 10-29-04 Reviewed: 12/2018
	Effective Date 11-01-04
	Rescinds: All Previous
	Amends: N/A
Title: Training Policy	 By Order of James K. Loftus, Chief of Police

1.0 **Policy**

Training has often been cited as one of the most important responsibilities in any law enforcement agency. Training serves three broad purposes; First, well trained officers are generally better prepared to act decisively and correctly in a broad spectrum of situations. Second, training results in greater productivity and effectiveness. Third, it fosters cooperation and unity of purpose. Furthermore, agencies are now being held legally accountable for the actions of their personnel and for failing to provide initial or remedial training. This police department recognizes the importance of training and is committed to providing the best training available to all personnel. The purpose of this policy is to provide information to all departmental employees concerning the goals of the training program and the responsibilities of the officer in charge of this function.

2.0 **Procedures**

A. Goals:

The goals of the University of Pittsburgh Police Department training program include:

1. Meet mandatory and in-service training requirements;
2. Provide better educated, more professional personnel;
3. Provide for a more efficient and effective accomplishment of departmental objectives;
4. Provide training in specialized areas of law enforcement;
5. Improve law enforcement/community relations;
6. Provide career development opportunities within the department;
7. Provide consistency in training with department law enforcement responsibilities

8. Develop officer skills in working with the law abiding citizens within the University community on issues of problem solving and in detecting, preventing and reducing crime.

B. Responsibilities:

While training is a continual, never-ending process involving all members of this department, the overall training function is a primary responsibility of the Chief of Police, or his/her designee. This responsibility will include at a minimum:

1. Providing or coordinating training for both sworn and civilian personnel;
2. Planning and developing training programs;
3. Notifying personnel in written form of required training, such as mandatory firearms training, and all other training that is available to departmental personnel;
4. Assuring that training programs are attended;
5. Maintaining liaison with the Allegheny County Police Training Academy, Pittsburgh Police Academy and other sources of education and training;
6. Overseeing the department's field training program;
7. Maintaining accurate and up to date training files on all departmental employees. At a minimum the following information shall be record for each employee regarding his / her training attendance:
 - a. Type of training
 - b. The date(s) of the training
 - c. Certificates received, if any
 - d. Available test scores, if any

(PLEAC 1.10.1)
8. Scheduling and making arrangements for employees to attend training classes;
9. Provide training in specialized areas of law enforcement;
10. Completing all forms that are required by the Pennsylvania Municipal police Officers' and Education Training Commission and submit the forms on a timely basis;
11. Keeping certifications on all personnel up to date. Certifications such as, but not limited to:
 - Instructor Certification
 - CLEAN Terminal Operator
 - Firearms Instructor Certification
12. Implementing disciplinary action, pursuant to disciplinary procedures, against any employee who fails to attend training that is mandatory.