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Office of the City Council

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VIA FIRST CLASS MAIL

August 22, 2023

Honorable Carrie M. Stephens
Presiding Judge of the Superior Court, County of Stanislaus
P.O. Box 3488
Modesto, CA 95353

Re: Grand Jury Report "City of Oakdale Police Department Patrol Officers Out of Compliance with Mandated Training"

Dear Judge Stephens:

The City of Oakdale appreciates the efforts of the Stanislaus County Civil Grand Jury (SCCGJ) and the service they have provided to our community. We highly value their input and dedication to reviewing our training practices. The City has reviewed the findings and recommendations of the Grand Jury's report titled "City of Oakdale Police Department Patrol Officers Out of Compliance with Mandated Training" and is providing this letter as the City's official response.

In its report, the Grand Jury found that some officers were out of compliance with mandated Domestic Violence training during the latter half of 2021. The review also found that on January 1, 2023, some officers were out of compliance with Continuing Professional Training and Perishable Skills Training.

The OPD Management Team and Training Unit agree that officers enrolled in ongoing training are better equipped with prevailing practices and skills, enabling them to respond to the job's challenges and perform their duties proficiently. OPD is committed to adhering to Police Officer Standards and Training (POST) training requirements, and state-mandated training to ensure the safety and well-being of our community and our officers. We work tirelessly to improve our policies and procedures to better serve the needs of our community.

The SCCGJ asserted that OPD lacks effort to schedule mandated training. OPD respectfully disagrees with this assertion. There were significant challenges in delivering a usual standard of training to smaller departments due to unprecedented events brought about by the COVID-19 pandemic. OPD and other agencies within the state and nation were faced with the necessity to transition from traditional training practices to something that we were not familiar with, all while maintaining a primary focus on the safety of our community and the health of our personnel. We recognize and regret that these changes, compelled by the pandemic, impeded some aspects of our training, which included POST-

mandated training and Domestic Violence training. We aim to consider these hurdles as learning experiences in our ongoing quest to improve our training system.

Furthermore, we would like to highlight that the appointment of the new Chief of Police on October 25, 2021, brought a renewed focus on training and professional development within our organization. Under his leadership, we have implemented improvements to our training programs, aiming to enhance their effectiveness and address identified shortcomings. Chief Ramar placed a focus on getting all officers into compliance with POST-mandated training. Due to the renewed focus, OPD personnel attended over 2500 hours of POST training in 2022. This is double the POST training hours of 2021, which was approximately 1100 hours. Chief Ramar also implemented the LEFTA Training System, which is a software program that tracks all of the OPD officers' training through internal documents and POST EDI (refer to attached LEFTA overview). The system is a web-based software program that combines all training records in a single comprehensive application. This system was implemented to assist the STC and management in keeping officers compliant with POST-mandated and State-mandated training. This project was initiated in August 2022 and commissioned in January 2023. It has proven to be a valuable asset in managing their personnel. LEFTA includes a ninety-day warning system that notifies STC, management, and the officer when their POST-mandated and state-mandated training is going to expire.

As stated in the SCCGJ report finding 2, Oakdale Police Department Training Coordinator and management recognized that starting January 1, 2023, there would be four officers out of compliance with this training. OPD proactively addressed it in 2022 to ensure the officers would receive the training in early 2023. The four officers completed the training on or before June 5, 2023, and before the release of the SCCGJ Report. Oakdale Police Management takes training seriously and is enforcing its own training policy. Every police officer that is capable of attending training has already attended the POST-mandated training or is scheduled to attend the training prior to December 31, 2024.

In the SCCGJ report, the SCCGJ compared the training record of OPD to the two largest law enforcement agencies in the county. OPD is a significantly smaller agency that must rely on larger agencies for various training, as do most smaller police agencies. This is due to staff size and budget. Modesto PD and Stanislaus County Sheriff have large training units. They are nearly self-sustaining at obtaining their training, making it easier and more efficient for them to obtain training during difficult times. It is worth mentioning that comparing an agency that has twenty-three officers to an agency that is allotted 210 positions and 208 positions is not a valid or fair comparison. These agencies are approximately nine times larger than OPD. Comparing to like-sized agencies with similar training abilities would give a better picture of OPD's status. If compared objectively with like-sized agencies, one can see that OPD is consistent with other departments in the area. Other departments experienced the same difficulties in obtaining training that OPD experienced. We would suggest that these were difficulties, not failures to train.

Chief Ramar contacted several local agencies regarding their POST compliance. An agency in the area shared that their police department's allotted full-time positions are approximately the same as Oakdale. That department also had a minimum of four police officers out of compliance starting January 1, 2023. That department's statistics with compliance are nearly identical to OPD statistics that the SCCGJ published. Another agency in the area, which is approximately double the department size of our department, shared that on January 1, 2023, they had nine officers out of compliance. The out-of-compliance ratio for this department on January 1, 2023, is nearly identical

to OPD. Another police department in the area which is approximately three times larger than Oakdale, shared that on January 1, 2023, had thirteen officers out of compliance. Again, the out-of-compliance ratio on January 1, 2023, is very similar to OPD. It appears that OPD was not the only agency that experienced challenges obtaining training during and post COVID-19.

Training compliance of nearby agencies of similar size:

Oakdale PD	23 Full-time officers	4 Out of compliance	17.4%
Agency A	25 Full-time officers	4 Out of compliance	16%
Agency B	52 Full-time officers	9 Out of compliance	17.3%
Agency C	83 Full-time officers	13 Out of compliance	15.7%

These agencies willingly cooperated with the Oakdale Police Department by sharing their data, but requested that their agency names be withheld. Out of cooperation and respect, we agreed not to share the agency names.

POST regulation 1005(d)(2)(A)2 reads as follows:

2. First-Time Appointments A grace period with no CPT requirements, is granted when an individual is appointed for the first time to one of the subsection 1005(d)(1) positions. This grace period is the time period between the individual's appointment date and the first occurrence of the CPT Anniversary Date. It is granted to allow completion of entry-level requirements that do not count towards CPT.

POST regulation 1005(d)(2)(A)3 reads as follows:

3. Reappointments/Lateral Transfers A grace period, with no CPT requirement, is granted for an individual rehired into one of the subsection 1005(d)(1) positions with the same department or who transfers to a different department. This grace period is the time between the date reappointed and the next cycle CPT Anniversary Date.

These regulations indicate that POST grants a grace period for first-time appointed officers and lateral police officers. When analyzing the compliance report for those officers out of compliance as of January 1, 2023, two officer fall within those grace periods and would not be required to complete the CPT until the following training cycle, which is 2023 – 2024. When taking this into consideration, then the minimum out-of-compliance would be two, not four, and the percentage would change from 17.4% to 8.7%.

Oakdale Police Department personnel recognize that in today’s complex training environment of law enforcement officers, one crucial aspect is ensuring that they remain in good standing with POST. Maintaining good standing with POST is paramount for the organization to operate with confidence and retain or earn the trust of stakeholders and the community. OPD Training Coordinator and Management worked closely with their POST Auditor, have throughout the years, and more so during their annual audits. The most recent annual audit of training and hiring practices was completed on December 2, 2022 (see attachment below). The POST auditor did not and has not recently indicated that OPD was in jeopardy of losing its good standing with POST.

The SCCGJ asserted that OPD does not follow its training policy No. 203 as its training committee does not meet on a regular basis. We believe that when this assertion was made, there was a misunderstanding by the SCCGJ of the purpose and scope of a training committee. The training committee, as described in the policy, is not a permanent or required committee. The training

committee is only formed on a temporary or as-needed basis, according to policy. OPD policy 203.6 states the following:

The Training Manager may establish a Training Committee, on a temporary or as-needed basis, which will serve to assist with identifying training needs for the Department.

The Training Committee shall be comprised of at least three members, with the senior ranking member of the committee acting as the chairperson. Members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Manager may remove or replace members of the committee at his/her discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Committee should review include, but are not limited to:

- a. Any incident involving the death or serious injury of an employee.
- b. Incidents involving a high risk of death, serious injury or civil liability.
- c. Incidents identified by a supervisor as appropriate to review to identify possible training needs.

When the training committee is active, the Training Committee should convene on a regular basis as determined by the Training Manager to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Manager. The recommendation should not identify specific facts of any incidents, such as identities of employees involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Training Manager will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and available resources.

The training committee is not regularly formed because it is not mandatory based on policy. Since the new Chief of Police has been assigned, none of the aforementioned certain incidents have occurred, and therefore, the committee was not formed, and there were no regularly scheduled meetings.

However, I can assure you that the Standards and Training Coordinator (STC) has been actively meeting on a regular basis with the management staff. The STC operates with a strong sense of responsibility and dedication to ensure compliance with training. Furthermore, the Police Department Administrative Staff regularly holds staff meetings where recent training and upcoming training are discussed in an effort to keep all personnel informed. During these meetings, the staff is encouraged to have input and make recommendations regarding training and various other topics affecting the performance of the police department.

In closing, OPD values transparency and will actively address any issues that may arise to ensure that we maintain the trust and confidence of our community.

Below are the City's responses to the SCCGJ findings and recommendations.
Findings:

F1. In the latter part of 2021, half of OPD patrol officers were out of compliance with mandated DV training pursuant to state law.

F1. City Response: The City agrees with this finding.

F2. As of January 1, 2023, a minimum of four out of fourteen OPD patrol officers were out of compliance with mandated training (CPT, PSP, DV) pursuant to state law and POST regulations.

F2. City Response: The City agrees with this finding. There was a minimum of four OPD patrol officers out of compliance with POST-mandated training. There were two officers out of compliance with state-mandated DV training. These officers that were out of compliance have received the POST-mandated training.

F3. OPD did not maintain a detailed record of the reason(s) for non-compliance with POST regulatory mandates due to Covid-19 concerns, as recommended by POST Bulletin No. 2020-14.

F3. City Response: The City agrees with this finding.

F4. OPD's continued failure to require its patrol officers to complete continuing professional training courses (CPT, PSP), as mandated by state law and POST regulations, could jeopardize OPD's good standing with POST.

F4. City Response: The City agrees that if continued failure to train occurs, then OPD's good standing with POST could be jeopardized, but the City disagrees that there was a continued failure to train. This is evidenced by the recent POST training hours completed in 2022, being double the amount of POST training hours completed in 2021, and the proactive approach used to get the four officers that were out of compliance on January 1, 2023, the mandated training in early 2023.

F5. The failure to keep OPD patrol officers in compliance with training as mandated by state law and POST regulations makes it possible that the citizens of Oakdale may, on occasion, suffer from less effective policing.

F5. City Response: The City agrees that if OPD was failing to meet POST mandates and state mandates that the citizens of Oakdale, on occasion, could suffer from less effective policing; however, we disagree that OPD was failing to keep patrol officers in compliance with training as mandated by state law and POST regulations. This is evidenced by the recent substantial increase in POST training hours from approximately 1100 hours in 2021 to over 2500 hours in 2022. These substantial training hours serve as empirical proof that our agency is diligently working to meet or exceed industry standards. We feel that by fulfilling the mandates, we have demonstrated our commitment to our community and our commitment to effective policing.

F6. OPD lacks internal enforcement by management of its Training Policy No. 203.

F6. City Response: The City disagrees with this finding. The Standards and Training Coordinator made significant progress in having officers attend the POST-mandated

training or scheduled for the POST-mandated training to get them in compliance. This occurred prior to the SCCGJ investigation and report.

- F7 OPD does not follow its Training Policy No. 203, as its Training Committee does not meet on a regular basis.

F7. City Response: The City disagrees with this finding. The training policy calls for a training committee when there are specific incidents that occur and should be addressed through training. None of those specific incidents have happened in recent times. The specific incidents are as follows:

- a. Any incident involving the death or serious injury of an employee.
- b. Incidents involving a high risk of death, serious injury or civil liability.
- c. Incidents identified by a supervisor as appropriate to review to identify possible training needs.

- F8. OPD's Training Policy No. 203, which includes a list of excused absences from mandatory training, is missing Family Medical Leave Act of 1993 and military leave.

F8. City Response: The City agrees with this finding and has added those leave excuses to their policy.

- F9. OPD's Master Training Plan does not include domestic violence mandated training in its "Police Officer, Field Services" classification.

F9. City Response: The City agrees with this finding. Domestic Violence training has been added to the master training plan.

Recommendations:

- R1. OPD peace officers be fully compliant with mandated training by December 31, 2024.

R1. City Response: This recommendation has been implemented and was implemented prior to receiving the SCCGJ report on June 15, 2023.

The SCCGJ reported that four officers were out of compliance starting January 1, 2023. Those four officers have since received the POST-mandated training. Currently, there are seventeen officers that are required to take CPT, PSP POST-mandated training. Out of the seventeen, twelve have already completed their training or are scheduled to attend training in 2023. Five are scheduled to attend CPT, PSP POST-mandated training in 2024. This schedule will keep all officers in compliance with POST-mandated training until the next POST training cycle, 2024 through 2025.

- R2. OPD peace officers attend the forty-hour STOP course.

R2. City Response: This recommendation has been implemented, and all OPD peace officers have attended the STOP training or are scheduled to attend the STOP training prior to receiving the SCCGJ report on June 15, 2023. However, OPD should not limit their ability to obtain training and should also consider using other agencies for training in the event they are not able to get all of their personnel scheduled for the Stanislaus County STOP course to keep them compliant.

R3. OPD should encourage a representative of OPD to attend a POST Training Managers Course by December 31, 2023.

R3. City Response: The current OPD Training Coordinator has previously attended a POST Training Managers course. However, OPD recognizes the always-changing and evolving trends in Law Enforcement, so the Training Coordinator is scheduled to attend another Training Managers course in November 2023.

R4. OPD should encourage a representative of OPD to attend POST Training Managers Workshops when available in Stanislaus County.

R4. City Response: The POST Training Managers Workshops are at various times/dates throughout the year. The OPD Training Coordinator last attended the Training Managers Workshop at the Stanislaus Sheriff's Regional Training Center in 2022. The OPD Training Coordinator will be attending the next meeting on August 30, 2023. Additionally, STC Castro attended the training managers' workshop on February 1, 2023.

R5. OPD should review and revise its Training Policy No. 203 to be consistent with the department's stated goals and mandates of section 203.9 no later than December 31, 2023.

R5. City Response: The City believes that the department's training policy 203 is consistent with its stated goals and mandates.

R6. OPD should review and revise its Master Training Plan no later than December 31, 2023.

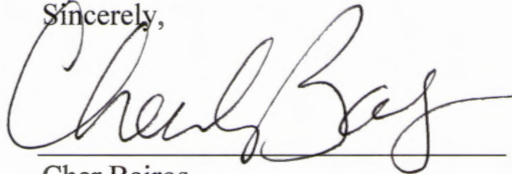
R6. City Response: This recommendation has already been implemented. We have included the previous training plan and the updated training plan.

R7. OPD should revise its Master Training Plan to include domestic violence mandated training where appropriate by December 31, 2023.

R7. City Response: This recommendation has already been implemented. We have included the previous training plan and the updated training plan.

The City of Oakdale appreciates the great work that the SCCGJ has provided to the residents of the City of Oakdale and Stanislaus County.

Sincerely,



Cher Bairos
Mayor
City of Oakdale

COMMISSION ON
PEACE OFFICER STANDARDS AND TRAINING



GAVIN NEWSOM
GOVERNOR

ROB BONTA
ATTORNEY GENERAL

December 27, 2022

Jerry J. Ramar, Chief
Oakdale Police Department
245 N. Second Avenue
Oakdale, CA 95361

Dear Chief Ramar:

This correspondence reports the findings of the Peace Officer Standards and Training (POST) compliance inspection of your agency's adherence to minimum selection and training standards conducted on December 2, 2022.

AGENCY ROSTER

A roster of personnel in the POST Electronic Data Interchange (EDI) System was compared with your agency roster. All personnel have been appropriately documented in EDI.

SELECTION STANDARDS

I reviewed the files of eleven Peace Officers/Reserve Officers and/or Public Safety Dispatchers hired by your agency since your agency's last audit on December 3, 2021. Overall, the files were professionally assembled and well written. However, there were files in need of improvement. For more details, please see the Compliance Inspection Checklist.

I discussed the results of the files and the attached compliance list with your staff. Items marked "Missing from the file" need to be addressed. Please notify me via email or letter within 30 days of this letter when the corrections have been completed.

TRAINING STANDARDS

The current training cycle ends on December 31, 2022. A Compliance Analysis Report can be found in EDI under the Reports tab.

I appreciate your willingness and desire to partner with POST for the overall betterment of the Oakdale Police Department.

If I can answer any questions or assist in any other manner, please contact me by telephone at (916) 227-4873 or via email at jeff.dunn@post.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Dunn". The signature is written in a cursive, flowing style.

Jeffrey Dunn
Law Enforcement Consultant
Region 4 Consultant

Enclosure

JD/tp

LEFTA TRAINING SYSTEMS

U.S. cities paid more than \$300 million in lawsuit settlements involving police use of force incidents and false arrests in 2019 alone, according to ABC News. Across the country, more than 400 agencies and over 80,000 law enforcement officers at local, state, and federal levels are using our software to better monitor incidents, identify early warning signs and improve trust and transparency in their communities.

The (MET R) Managing Employee Training Records System

- Create classes, certificates, and training plans; track sign-in sheets and course syllabus
- Create employee evaluations,
- Document firearms qualifications
- Track how your agency spends its training budget
- Assign and monitor the viewing of training videos, policy reviews, and circulate training materials
- Sends automated reminders as training and certifications are due to expire

METR OVERVIEW:

- Managing Employee Training Records (METR), is a web-based software program that allows agencies to create, store, and access their sworn and civilian employee training records in one single, comprehensive application. Highly user-friendly, METR enables Training Managers to complete a myriad of activities, including training class and test design, assignment of class attendees, open enrollment registrations, customization of exams and comprehensives with an automatic grading feature, attendance checks, training records audits, file attachments to employee profiles and certification renewal reminders. Additionally, METR communicates directly with LEFTA Systems' Field Training application (LEFTA), and combined, these programs enable an agency to track an employee's training documents from FTO training until retirement or separation.

- Employees and managers receive class registration notification emails, as well as alerts when required training, videos, or bulletins are past due or when a mandated class is about to expire. Employees are also able to submit training requests via the chain of command, removing the need to submit or store paper requests. Additionally, at the discretion of the agency, employees can access and view their personal profiles. This capability enables individuals to register for classes, print certificates of attendance, and track cumulative CEUs and salary incentive hours without having to submit requests to their training department.
- Some of the categories METR tracks include in-service, state-mandated, remedial and roll call training, firearms qualifications, training videos and bulletins, civilian employee continuing education units, salary incentive hours, training compliance, and a built-in issued equipment list with a search feature that helps ensure found property is returned to the correct individual. Modules in development include Equipment Inventory Tracking, Employee Disciplinary Actions, Employee Training Plans (i.e., SWAT, supervisor promotion, etc.), and Electronic Employee Evaluations.

OAKDALE POLICE DEPARTMENT MASTER TRAINING PLAN

Police Officer
Field Services

<u>I. Mandatory Training</u>	<u>Hours/Frequency</u>
1. POST Basic Academy	18-22 Weeks
2. CPR Refresher	4-6/2 Years
3. First Aid	4-6/3 Years
4. In-Service Training	24/Annually
5. Perishable Skills	24/Annually
6. OPD Field Training Program	
Lateral	10 Weeks
Entry Level	12-16 Weeks
7. Less/Full Access (CLETS)	In House
8. Defensive Driving EVOC	24/3 Years
<u>II. Essential Training</u>	
1. Traffic Accident Investigation	40
2. Sexual Assault Investigation	40
3. 11550 H&S	24
4. Interviews and Interrogations	40
5. Basic Computer skills-Microsoft Word/Word Perfect	8
6. Officer Survival and Tactics	24/5 Years
7. Report Writing	40
8. Tactical Rifle	32
9. Radar Operation	24
<u>III. Professional Enhancement</u>	
1. Gang Awareness (Juvenile, Adult, Prison)	16
2. Basic Criminal Investigation	40
3. Drug Recognition Expert	
<u>IV. Conferences/Professional Associations</u>	
1. California Police Officers Association (C.P.O.A.)	



OAKDALE POLICE DEPARTMENT MASTER TRAINING PLAN

Police Officer Field Services

I. POST Mandatory Training	Hours/Frequency
1. POST Basic Academy	Dependent on Academy
2. Continual Police Training	24 hours – POST Training Cycle
3. Perishable Skills Program	18 hours – POST training Cycle
a. Tactical Firearms	4 hours
b. Driver Training/Awareness	4 hours
c. Arrest and Control	4 hours
d. Strategic Communications	2 hours
e. Use of Force	4 hours
4. OPD Field Training Program	
a. Entry Level Officer (G.P. from 1,2)	12 weeks minimum
b. Lateral Officer (G.P. from 1,2)	Dependent on Qualifications
II. Legislative Mandated Training	
1. California Code of Regulations	Annually
2. CPR-First Aid Refresher	8 hours every two years
3. Domestic Violence	2 hours every two years
4. Racial and Cultural Diversity	2 hours every five years
5. CLETS	Test every 2 years
III. Essential Training	
1. Basic Collision Investigation	40 hours
2. Sexual Assault Investigation	40 hours
3. 11550 H&S	24 hours
4. Interviews and Interrogation	40 hours
5. Tactical Rifle	32 hours
6. Radar Operation	24 hours
7. SFST – DUI	24 hours
8. ARIDE Course	16 hours
IV. Professional Enhancement	
1. Gang Awareness	
2. Basic Criminal Investigations	
3. Drug Recognition Expert	80 hours
4. FTO	40 hours
5. UAV Basic Pilot Course	32 hours



OAKDALE POLICE DEPARTMENT MASTER TRAINING PLAN

VI. Training Policy 203

This master training plan is designed to ensure all training compliances are met and to ensure that we are in compliance with Oakdale Police Department Policy 203 - Training

VI. Standards and Training Coordinator (Training Manager) Responsibilities

Tracking the progress of officers' training is crucial, and the coordinator oversees the maintenance of accurate records, ensuring compliance with mandated training requirements. This involves monitoring officers' participation, evaluating their performance, and identifying areas in need of improvement. The STC is responsible for getting all officers scheduled for the aforementioned POST-mandated, state-mandated, and continual police training. This will be achieved by utilizing the newly commissioned LEFTA training program. All officers' training will be scheduled and/or documented through the LEFTA system to ensure that all training requirements are timely met.

Training

203.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

203.2 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. The [DepartmentOffice] will use courses certified by the California Commission on Peace Officer Standards and Training (POST) whenever possible.

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 our personnel.
- (c) Provide for continued professional development of department personnel.
- (d) Ensure compliance with POST rules and regulations concerning law enforcement training.

203.4 TRAINING PLAN

A training plan will be developed and maintained by the Training Manager. It is the responsibility of the Training Manager to maintain, review, and update the training plan on an annual basis. The plan will address the following areas:

- Legislative Changes
- State Mandated Training
- Critical Issues Training

203.5 TRAINING NEEDS ASSESSMENT

The Training Section will conduct an annual training-needs assessment of the Department. The needs assessment will be reviewed by staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

Oakdale Police Department

Oakdale PD Policy Manual

Training

203.6 TRAINING COMMITTEE

The Training Manager may establish a Training Committee, on a temporary or as-needed basis, which will serve to assist with identifying training needs for the Department.

The Training Committee shall be comprised of at least three members, with the senior ranking member of the committee acting as the chairperson. Members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Manager may remove or replace members of the committee at his/her discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Committee should review include, but are not limited to:

- (a) Any incident involving the death or serious injury of an employee.
- (b) Incidents involving a high risk of death, serious injury or civil liability.
- (c) Incidents identified by a supervisor as appropriate to review to identify possible training needs.

When the training committee is active, the Training Committee should convene on a regular basis as determined by the Training Manager to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Manager. The recommendation should not identify specific facts of any incidents, such as identities of employees involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Training Manager will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and available resources.

203.7 TRAINING PROCEDURES

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:
 - 1. Court appearances
 - 2. First choice vacation
 - 3. Sick leave
 - 4. Physical limitations preventing the employee's participation.
 - 5. Emergency situations
 - 6. Family Medical Leave Act (FMLA) Leave

Oakdale Police Department

Oakdale PD Policy Manual

Training

7. Military Leave
 - (b) When an employee is unable to attend mandatory training, that employee shall:
 1. Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training.
 2. Document his/her absence in a memorandum to his/her supervisor.
 3. Make arrangements through his/her supervisor and the Training Manager to attend the required training on an alternate date.

203.8 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) is a web-accessed system that provides training on the Oakdale Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Manager.

Personnel assigned to participate in DTBs should only use the password and login name assigned to them by the Training Manager. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Employees 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. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any computer with access to the internet, employees shall only take DTBs as part of their on-duty assignment unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

203.9 POLICY

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

203.10 TRAINING MANAGER

The Chief of Police shall designate a Training Manager who is responsible for developing, reviewing, updating, and maintaining the department training plan so that required training is completed. The Training Manager should review the training plan annually.

Oakdale Police Department

Oakdale PD Policy Manual

Training

203.10.1 TRAINING RESTRICTION

The Training Manager is responsible for establishing a process to identify officers who are restricted from training other officers for the time period specified by law because of a sustained use of force complaint (Government Code § 7286(b)).