



Policy Number: 203 – Training
Effective Date: February 18, 2020
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Approved By: Denis Otterness, Chief of Police

203.1 PURPOSE AND SCOPE

This policy establishes Montana State University Billings Police Department (Department) general guidelines for how training is to be identified, conducted and documented. This policy is not meant to address all specific training endeavors or identify every required training topic

203.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local and Montana Public Safety Officer Standards and Training (POST) Council training requirements. It is a priority of this Department to provide continuing education and training for the professional growth and development of its members.

203.3 OBJECTIVES

The objectives of the training program are to:

- a. Enhance the level of law enforcement service to the public.
- b. Increase the technical expertise and overall effectiveness of Department members.
- c. Provide for continued professional development of Department members.
- d. Ensure compliance with POST rules and regulations concerning law enforcement training.

203.4 TRAINING PLAN

203.4.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required for sworn members of this Department under state and federal laws and regulations. Additional required training may be identified in individual Department policies.

- a. Federally mandated training:
 1. National Incident Management System (NIMS) training.
- b. State mandated training:
 1. Sworn members of the Department must successfully complete the basic course at the Montana Law Enforcement Academy (MLEA) or a POST-approved equivalent and successfully complete a full year of discipline-specific employment with the Department before being issued a basic certificate.

2. The basic course must be completed within one year of a member's initial appointment. The POST Council may extend this one year time frame upon written request by the member and the Department but may not be extended more than 180 days (§ 7-32-303, MCA).
3. Members of the Department shall successfully complete a minimum of 20 hours agency in-service or POST-approved training every two calendar years (ARM 23.13.201).
4. Members of the Department shall successfully complete yearly re-certification for Conducted Electrical Weapons (CEW's).
5. Members of the Department shall successfully complete any applicable re-certification training as mandated for the use and deployment of firearms (ARM 23.13.215).

203.5 Training Bulletins

Training Bulletins (TB's) provide training on the Montana State University Billings Police Department Policy Manual and other important topics.

Department members should review TB's at the beginning of their shifts or as otherwise directed by their supervisor. Department members should not allow uncompleted TB's to build up over time, and may be required to complete missed TB's during extended absences (e.g., vacation, medical leave) upon returning to duty.

Department supervisors are responsible for monitoring the progress of those under their command to ensure compliance with this policy.

203.6 TRAINING RECORDS

It is the responsibility of each individual officer to make certain they have met the above detailed mandated training requirements. Requests to attend training should be forwarded, on an approved Department Training Request Form, to your immediate supervisor.

The Patrol Sergeant is responsible for the creation, filing and storage of all training records. Training records shall be retained in accordance with established and approved records retention schedules.

(Cancels and Replaces 109.1 – Training Records; 109.2 – Department Training Program;
109.2 1 - Training Request Form)