



Stl'atl'imx Tribal Police Service

Administrative Policy: AB120 Education & Training

Effective Date: 2010-03-05 Revision Date:

1.0 Policy

1.1. Education

1.1.1. The Stl'atl'imx Tribal Police Service (STPS) will provide educational benefits for all personnel. Benefits will be limited to available funding and may include:

- Tuition & Supplies
- Wages & Lodging
- Educational leave without pay

1.2. Training

1.2.1. The Stl'atl'imx Tribal Police Service (STPS) will provide training for all personnel, through a department training program that:

- Provides for initial training, continuing development and specialized training
- Establishes performance objectives for formal training programs
- Establishes a shift briefing training program, where appropriate
- Ensures that all elements of the training program are made clear to department personnel,
- Provides appropriate training to satisfy the following:
 - Local needs
 - Updating of knowledge and skills
 - The qualifications required
 - Police officer survival, where appropriate
 - Changes in policy and procedures
 - Case law
 - Legislative changes
 - The importance of physical fitness
- Is administered under the authority of the STPS Chief Officer and the responsibility of the STPS Chief Officer

1.2.2. The STPS will undertake and apply its training program through the following activities:

- Liaison with the Police Academy



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- Planning, developing or facilitating training programs
- Selecting instructors
- Implementing department training programs
- Notifying personnel of the training required and the training that is available
- Ensuring that required training programs are attended
- Maintaining training records
- Evaluating and revising department training programs

Training Records

1.2.3. The STPS will, as part of its training program, establish, maintain and keep current training records, including:

- Training programs and program details
- Personnel participation, attendance, performance
- Current status and levels of personnel qualifications within the department
- Mandatory training
- Requested training by personnel

Police Recruit Training

1.2.4. The STPS will provide appropriate training for police recruits, through a training program that:

- Is described and maintained in writing
- Establishes performance objectives for recruit training programs
- Includes a field training program

1.2.5. The STPS will establish a field training program for recruits with provision for the following:

- A selection process for field training officers
- Training and supervision of field training officers
- Liaison with the Police Academy staff
- Guidelines for the evaluation of recruits by field training officers
- Reporting responsibilities of field training officers



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1.2.6. The STPS will require all police officers, other than challenge or exemption candidates, to complete the third period of training (Block III) of the Peace Officers Basic Training Program at the Police Academy, prior to any field assignment, except as part of a formal field training program

Advanced Training

1.2.7. The STPS will govern advanced training for police officers that will include:

- Selection criteria
- Post training assignment

Management and Specialized Training

1.2.8. The STPS will identify positions and ranks for which management or specialized training is required

Non-sworn Personnel

1.2.9. The STPS will provide appropriate training for non sworn personnel, through a training program that:

- Is described and maintained in writing
- Provides for initial training and continuing development
- Governs advanced training, which will include selection criteria and post-training assignment
- Establishes performance objectives for non sworn personnel training programs
- Identifies the non sworn positions for which training, in addition to orientation, is required prior to assumption of job responsibilities

1.2.10. The STPS will establish a training program for non sworn personnel with provision for the following:

- Orientation to the department's role, purpose, goals, policies and procedures
- Working conditions and regulations
- Responsibilities and rights of employees



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2.0 Reason for Policy

2.1. Education

2.1.1. To describe the educational benefits for personnel

2.2. Training

Training Program

2.2.1. To provide for the initial and continuing training needs of the department and department personnel

Training Records

2.2.2. To maintain a record of training required, requested, provided and received

Police Recruit Training

2.2.3. To provide the required training, and evaluation of, police recruits to ensure that only properly trained officers are assigned to operational field duty

Non-sworn Personnel

2.2.4. Non-sworn personnel have an integral support role within the department that influences the effectiveness and reputation of the department. These personnel should receive the training required to support and represent the department in the best possible manner



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3.0 Procedures

3.1. Educational benefits

3.1.1. Benefits will be limited to available funding and administered at the discretion of the STPS Chief Officer

3.1.2. Educational courses or training must be applicable to the betterment of the STPS

3.1.3. STPS personnel will make their requests, in writing, to the STPS Chief Officer.

Requests will include:

- Purpose of request
 - How the course or training will benefit the STPS
- Name of course
- Start date and duration of course
- Time away from work, if applicable
- Name of institution administering course(s)
- Statement indicating any monetary expectations, if applicable
 - Tuition, exact amount
 - Cost of supplies, exact amount
 - Wages, approximate number of days
 - Housing or lodging
 - Other expenses

3.1.4. The STPS Chief Officer will decide if request is justifiable

- If justifiable,
 - Decide what expenses are acceptable, if applicable
 - Inform personnel in writing
 - Make necessary arrangements
- If not justifiable, respond in writing to personnel indicating reasons

3.1.5. The STPS Chief Officer will keep records related to educational benefits in personnel files



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3.2. Training

3.2.1. The STPS Chief Officer will:

- Maintain records in personnel files for:
 - Training:
 - Applied for
 - Attendance
 - Completion and test scores
 - Certificates received
 - Qualifications for:
 - Annual Firearms
 - Carotid
 - Baton
 - OC Spray
 - CEW
 - EVO
 - Emergency First Aid
- Maintain contact with the JIBC and RCMP regarding training for STPS personnel
- Notify personnel via e-mail:
 - Information on required training
 - Dates they will attend
 - Information on available training
- Evaluate and or revise, when training is not provided by the JIBC or RCMP:
 - Training instructors
 - Training courses
- Maintain a record separate from personnel files indicating:
 - Course information
 - Names of personnel that attended
 - Performance levels

3.2.2. STPS formal training will be through:



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- JIBC
- RCMP- PRTC
- Neighbouring RCMP detachments

3.2.3. Shift-Briefing Training:

Will supplement formal training and is the responsibility of the STPS Departmental Sergeant. The strict purpose is to keep STPS personnel up to date with current changes.

STPS Departmental Sergeants will ensure Shift-Briefing Training will be delivered via:

- Groupwise
- Staff meetings
- Inter-personnel communication
- STPS office inbox

3.2.4. STPS Departmental Sergeants will hold training sessions with STPS personnel on a quarterly basis related to:

- Physical Fitness and Officer Survival
- Changes in STPS Policy
- Changes in STPS Procedure
- Legislative changes and Case Law

3.3. Police Recruit Training

3.3.1. STPS Recruits will Complete JIBC Block III training prior to operational assignment. With the only exception being field training in Block II.

3.3.2. STPS Recruit Field Training:

- The STPS Chief Officer will
 - Select the most qualified STPS Constable as field training officer
 - Train or reaffirm the field training officer of what is required



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- Field training course must have been completed prior to field training
- The Field Training Officer will
 - Update the STPS Chief Officer on a weekly basis
 - Fill out paperwork as necessary to meet JIBC requirements
 - Ensure recruit receives training in regard to STPS
 - Policy, Administrative and Operational
 - Internal office procedures
 - Computer usage
 - Proper handling of evidence
 - STPS office building(s) proper opening and closing procedures
 - Efficient completion of the day to day duties of an STPS Constable

3.4. Advanced Training STPS Constables

3.4.1. Advanced training for STPS Constables will be the responsibility of the STPS Chief Officer and will be based on:

- Community issues
- Applicability to the betterment of the STPS

3.5. Management and Specialized Training

3.5.1. Departmental Sergeants will be trained internally or externally in:

- Effective leadership skills
- Scheduling of personnel
- Problem solving
- Time management

3.5.2. STPS Chief Officer will have, Constables selected for promotion, Acting Departmental Sergeants or Departmental Sergeants take management courses through:

- JIBC
 - Police Leadership Development
 - Interviewing for Performance Managers



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- RCMP-PRTC
 - Police Supervisors Course
 - Interactive Leadership

3.6. Non Sworn Personnel

3.6.1. Newly appointed STPS Civilian personnel will receive training internally or externally, prior to working independently, related to:

- STPS Policy and Procedure
- CPIC
- Prime

3.6.2. Advanced training will be at the discretion of the STPS Chief Officer and available from:

- JIBC
- RCMP-PRTC