



SUBJECT: Department Training
TO: Department Members

This Order establishes department policy and member responsibilities for the following:

<u>Section 78.1</u>	TRAINING DIVISION RESPONSIBILITY	1
<u>78.1.1.</u>	Recruit Training	1
<u>78.1.2.</u>	Probationary Trooper and Motor Carrier Officer Performance Appraisals	1
<u>78.1.3.</u>	In-Service Training	2
<u>78.1.4.</u>	Training of Other Departments and Agencies	2
<u>78.1.5.</u>	Training Records	2
<u>Section 78.2</u>	REVISION RESPONSIBILITY	3

78.1 TRAINING DIVISION RESPONSIBILITY

- A. The Training Division shall provide job-related training to members, coordinate training programs, and provide records to assist in tracking job-related training.

78.1.1. RECRUIT TRAINING

- A. The Training Division commander shall oversee the basic training of recruits. The schools shall be conducted by the Training Division according to the curriculum, schedule, and policies approved by the Director and the Michigan Commission on Law Enforcement Standards (MCOLES). Schools will be conducted at such times as the Director shall designate.

78.1.2. PROBATIONARY TROOPER AND MOTOR CARRIER OFFICER PERFORMANCE APPRAISALS

- A. The Training Division shall submit a copy of the final performance appraisal to the district/division and post/section commanders regarding probationary enforcement members assigned from recruit school. The report shall list the strong and weak points of the recruit's progress while in recruit school with emphasis in any area of particular need that has arisen during this initial phase of training.

78.1.3. IN-SERVICE TRAINING

- A. In-service training schools shall be developed according to department needs. The Training Division shall develop and coordinate various in-service programs and provide consultation and instruction when requested.
- B. All selected enlisted members shall attend a department in-service training when scheduled.

78.1.4. TRAINING OF OTHER DEPARTMENTS AND AGENCIES

- A. By statute, this department may provide training and assistance to other police agencies and shall, when possible, make department training programs available to law enforcement personnel in Michigan.
- B. The department shall pursue federal, state, and other available resources for assistance to state and local governments and shall provide the highest quality of education and training for law enforcement personnel.

78.1.5. TRAINING RECORDS

- A. Members attending training at the Training Academy shall use MI-TRAIN to register for all courses. Members must register in MI-TRAIN prior to completing the online exams and training courses offered by the Training Academy. Each member shall complete the one-time registration process. Members will obtain a unique log-in and password and will be responsible for maintaining their own log-in information. Members shall also update their accounts when changing rank or work location.
- B. The Training Division shall provide a Weapons Training and Handgun Inspection Record, TD-007, of the training received by each member for department firearms training conducted at the training academy. The enforcement member shall receive an Annual Training Recertification Record, UD-034 for defensive tactics, first aid, and hazardous materials training when the training is conducted at the Training Academy. When this type of training is held at a location other than the Training Academy, work sites shall complete their own TD-007 or UD-034 and maintain it at the member's work site. The current work site shall maintain personal training records for the current year plus one. The work site is responsible for submitting the training records to the Human Resource Division for record retention.
- C. For any addition training received by or provided to members away from the Training Academy, the following guidelines should be established to assist in the recordkeeping process:
 - (1) Training that is held at work sites away from the Training Division should be entered into MI-TRAIN and this system used to track the training whenever possible. Members should register for the training through MI-TRAIN. MI-TRAIN will track member's training records.
 - (2) When the training offered is MCOLES certified, administrative personnel can confirm attendance in MI-TRAIN and then submit the roster to Training Division administrative staff for entry into the MCOLES Information and Tracking Network (MITN) for MCOLES certification and credit for attendance. To access MCOLES to obtain training records, members should go to <https://www.michigan.gov/mcoles>, go to online services and click on "Law Enforcement Officers Access to MCOLES Information and Tracking Network." Follow the instructions to access your training records.

78.2 REVISION RESPONSIBILITY

Responsibility for continuous review and revision of this Order lies with the Field Support Bureau (Training Division), in cooperation with the Executive Operations (Human Resources Division).

DIRECTOR