



3-34 TRAINING COMMITTEE

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

None

B. Form(s)

PD 2402 TNA Part 1 – Training Development Request Form

PD 2403 TNA Part 2 – Training Needs Assessment Form

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

3-34-1 Purpose

The purpose of this policy is to provide a framework for the Albuquerque Police Department (Department) Training Committee to address training needs that are identified through course of business operations.

3-34-2 Policy

It is the policy of the Department to provide guidance to the Academy Division based on statistical analysis, trends, and training recommendations to ensure that the Academy Division can effectively meet the training needs of the Department. While the Academy Division directly addresses training of Department personnel that is required by the state of New Mexico or supervisory personnel, the Training Committee will assist in identifying immediate training needs and monitor long-term trends to address emerging and existing patterns that are contrary to best practices or the law.

N/A

3-34-3 Definitions

A. Subject Matter Expert (SME)

A person who is an authority in a particular area or topic.

N/A

3-34-4 Composition

A. Chairs



The Training Committee will be chaired by the Academy Division Commander and the Curriculum Development Manager.

B. Members

1. The Academy Division Deputy Commander, Advanced Training Lieutenant, Field Training Lieutenant, Basic Training Lieutenant, and the Career Development Manager will serve as members of the Training Committee.
2. The Training Committee will be comprised of representatives from the following Department areas:
 - a. Force Review Board (FRB);
 - b. Internal Affairs Force Division (IAFD);
 - c. Internal Affairs Professional Standards (IAPS) Division;
 - d. Crisis Intervention Division (CID);
 - e. Special Operations Division (SOD);
 - f. Criminal Investigations Division (CID);
 - g. Investigative Services Division (ISD);
 - h. Performance Metrics Unit (Compliance and Oversight Division);
 - i. Policy and Procedure Unit (Compliance and Oversight Division);
 - j. Performance Evaluation and Management Systems Unit (Compliance and Oversight Division);
 - k. Aviation Division; and
 - l. One (1) representative from each of the six (6) area commands to serve as the Training Liaison.
3. The Training Committee chairs may appoint additional Training Committee members.

N/A 3-34-5 **Procedures**

A. Training Liaison

1. Each representative will identify a Training Liaison.
 - a. The Training Liaison will serve as the representative at Training Committee meetings and will identify the training needs of their assigned area at the Training Committee meetings.
 - b. If the Training Liaison cannot attend a meeting, they will identify a designee.
 - i. The Training Liaison will attend the Training Committee meeting in the Training Liaison's absence.

B. Training Committee Meetings

1. The Training Committee meets biannually during the months of April and October.



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2. A designee from the Training Division will take minutes during the meetings and provide the minutes to attendees within two (2) weeks following the meeting.

C. Training Needs and Recommendations

1. The Training Committee will request information and recommendations from Training Committee members at biannual meetings in order to properly identify the training needs of the Department.
2. Before each biannual meeting, Training Committee members will identify training needs within their assigned areas and formulate needs as training recommendations at each meeting.

D. Report

1. The Training Committee chairs will generate a summary of training needs and recommendations gathered at each meeting.
2. The Training Committee chairs' report will serve as a guide for the development of the recommended trainings.

E. Implementation of Recommendations

The Academy Division Commander will be responsible for overseeing the development and implementation of the recommended training.



3-34 TRAINING COMMITTEE

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

None

B. Form(s)

~~PD X Curriculum Development~~

~~PD X Needs Assessment~~ PD 2402 TNA Part 1 – Training Development Request Form

PD 2403 TNA Part 2 – Training Needs Assessment Form

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

3-34-1 Purpose

The purpose of this ~~Division~~ policy is to ~~establish guidelines~~ provide a framework for the Albuquerque Police Department (Department) Training Committee ~~to provide a framework~~ to address training needs that ~~become~~ are identified through course of business operations.

3-34-2 Policy

It is the policy of the ~~Albuquerque Police Department~~ (Department) to provide guidance to the Academy Division based on statistical analysis, trends, and training recommendations to ensure that the Academy Division can effectively meet the training needs of the Department. ~~It is also the policy for t~~The Training Committee will collect information from sources both ~~within the Department and from outside stakeholders.~~ While the Academy Division directly addresses training of Department personnel that is required by the ~~State~~ state of New Mexico or supervisory personnel, the Training Committee ~~will~~ will assist in identifying immediate training needs ~~and~~ as well as monitor long-term trends to address emerging and existing patterns that are contrary to best practices or the law.

N/A

3-34-3 Definitions

A. Subject Matter Expert (SME)



~~a. A person who is an authority in a particular area or topic.~~

~~3-34-3 Personnel~~

~~A. Committee Chair~~

~~not be permanent members of the Committee.~~

N/A

3-34-454 ~~Personnel~~ Composition ~~procedures~~

~~A. Training Committee Chairs~~

The Training Committee will be chaired by the Academy Division Commander and the Curriculum Development Manager.

~~B. Members of the Committee~~

~~1. Academy personnel:~~ The Academy Division Deputy Commander, Advanced Training Lieutenant, Field Training Lieutenant, Basic Training Lieutenant, and the Career Development Manager will serve as members of the Training Committee.

~~2. The Training Committee will additionally be comprised of representatives from the following Department areas:~~ Units and Divisions:

- a. Force Review Board (FRB);
- b. Internal Affairs Force Division (IAFD);
- c. Internal Affairs Professional Standards (IAPS) Division;
- d. Crisis Intervention Division (CID);
- e. Special Operations Division (SOD);
- f. Criminal Investigations Division (CID);
- g. Investigative Support Services Division (ISD);
- h. Performance Metrics Unit (Compliance and Oversight Division);
- i. Policy and Procedure Unit (Compliance and Oversight Division);
- j. Performance Evaluation & Management Systems Unit (Compliance and Oversight Division);
- k. Aviation Division; and
- l. One (1) representative from each of the six (6) Area Commands to serve as the Training Liaison.

~~3. The Training Committee chairs may appoint additional Training Committee members may be appointed by the Training Committee Chairs.~~

~~A. Training Recommendation and Identification~~

~~1. The Training Committee will shall will collect statistical information and recommendations in order to properly identify the training needs of the Department. The Training Committee will shall will also ensure the Academy Division is~~



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~~appropriately addressing training recommendations. This information will/shall will be requested from the following sources:~~

- ~~a. Academy Division;~~
- ~~b. Internal Affairs Professional Standards (IAPS) Division/Misconduct;~~
- ~~c. Internal Affairs Force Division (IAFD);~~
- ~~d. Citizen Police Council;~~
- ~~e. Civilian Police Oversight Agency (CPOA);~~
- ~~f. Police Oversight Board/Civilian Police Oversight Agency Board (CPOAB);~~
- ~~g. Force Review Board;~~
- ~~h. Tactical Section/Special Operations Division;~~
- ~~i. Criminal Investigations Division (CID);~~
- ~~j. Investigative Services Division (ISDSID); Investigate Bureau;~~
- ~~k. Training Suggestion Forms;~~
- ~~l. Office of the City Attorney/City Legal;~~
- ~~m. District Attorney's Office;~~
- ~~n. City of Albuquerque Department Safety Officer/Risk Management;~~
- ~~o. Policy and Procedures Review Board (PPRB) Chair;~~
- ~~p. Operations Review; and~~
- ~~q. Any other source deemed appropriate by the Training Committee Chair.~~

~~B. Training Review~~

~~The Training Committee shall will review all training that has been delivered to for APD Department personnel as requested by the Academy Division Commander. in response to:~~

- ~~(1) aAn identified training deficiency;~~
- ~~(2) aA Standard Operating Procedure (SOP) policy revision; or~~
- ~~(3) aAn amendment to best practices; and has been delivered to the entire department or a definable group within the Department.~~

~~The following shall be the There are only two exceptions to the review process:~~

- ~~1. The first will/shall be mMandated training that has been provided to the Department by an outside entity and is necessary to maintain or acquire a certification (e.g., New Mexico Department of Public Safety (DPS) mandated training); or~~

~~In order to qualify for this exception, the Department shall not modify the training must not be modified by the Department.~~

- ~~2. The second exemption will/shall be mMandated (remedial) training.~~

~~3. The Academy Division will/shall will provide the Training Committee with the following documentation:~~

- ~~TNA Part 1 Training Needs Assessment Development Request Form;~~



- ~~a. TNA Part 2 Training Needs Assessment Form;~~
- ~~b. Curriculum Development Form;~~
- ~~c. Evaluation documentation; and~~
- ~~d. Revision documentation.~~

C. Procedures for (Placeholder)

- ~~1. The Training Committee will shall will meet quarterly, during the months of January, April, July, and October.~~
 - ~~2. Requests for information will shall be sent out no later than six (6) weeks before a scheduled meeting.~~
 - ~~3. Collected information will shall be presented to Training Committee members two (2) weeks before a meeting is to occur.~~
 - ~~a. The Training Committee Chair will shall ensure that an agenda is forwarded with the collected information.~~
 - ~~b. Training Committee members may suggest amendments to the agenda no later than three (3) business days before a meeting.~~
 - ~~c. The Training Committee will shall meet during the second week of the month.~~
 - ~~4. Meetings will shall follow the presented agenda. Deviations may only be made with approval by the Training Committee Chair and will shall be noted, with explanation, in the Training Committee minutes.~~
 - ~~a. The Training Committee will shall present meeting minutes to Training Committee members and the Training Committee recommendations to the Director of Training within seven (7) working days of the meeting.~~
- ~~The Director of Training Academy Division Commander will shall will be responsible for implementing the recommended training within the specified timeline. In the event that the recommended training cannot be completed within the specified timeline, the Director of Training Academy Division Commander will shall will ensure that the reason is documented in the Follow Up section of the Recommended Training Form, along with the newly proposed timeline.~~

N/A

3-34-5 Training Committee Composition Procedures Personnel

A. Training Liaisons

1. Each represented Unit and Division representative will identify a Training Liaison.
 - a. The Training Liaison will serve as the Unit's or Division's representative at Training Committee meetings and will identify the training needs of their Unit or Division assigned area at the Training Committee meetings.



- b. ~~If the Training Liaison is unable to~~ cannot attend a meeting, they will identify a designee.
- i. ~~and this~~ The Training Liaison will ~~person will~~ attend the Training Committee meeting in the Training Liaison's absence.

B. Training Committee Meetings

- 1. ~~The Training Committee will~~ meets biannually during the months of April and October.
- 2. A designee from the ~~Academy~~ Training Division will take minutes during the meetings and ~~These minutes will be provided~~ provide the minutes to attendees within two (2) weeks following the meeting.

C. Training Needs and Recommendations

- 1. ~~The Training Committee will request information and recommendations from Training Committee M~~ members at biannual meetings in order to properly identify the training needs of the Department.
- 2. ~~In advance of the~~ Before each biannual meetings, Training Committee ~~M~~ members will identify training needs within their ~~Units and Divisions~~ assigned areas and formulate ~~these~~ needs as training recommendations at ~~the biannual~~ each meetings.

D. Report

- 1. ~~The Training Committee C~~ chairs will generate a summary of training needs and recommendations gathered at each meeting.
- 2. ~~The Training Committee chairs is~~ report will serve as a guide for the development of the recommended trainings.

E. Implementation of Recommendations

The Academy Division Commander will be responsible for overseeing the development and implementation of the recommended training.

~~Training Committee Chair~~

~~The Academy Division Commander will chair the Training Committee. will shall be led by the Director of Training.~~

~~Committee Members~~

~~The Training Committee will shall will be staffed by Department supervisors of the department that who represent Divisions or Sections or Divisions in which statistical analysis of Ddepartment activities are developed as Course of~~



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~~Bbusiness (COB) documentation. Permanent members of the Training Committee willshallwill include supervisors from:~~

- ~~— Advanced Training;~~
- ~~— Basic Training;~~
- ~~— Field Training and Evaluation Program (FTEP) Coordinator;~~
- ~~— Internal Affairs Misconduct/APS;~~
- ~~— Internal Affairs Force/AFD;~~
- ~~— Operations Review;~~
- ~~— Compliance and Oversight Division; and~~
- ~~— Any other representatives deemed appropriate porby the Training Committee Chair.~~

~~— Training Committee members shallwill are to assign a designee thatwho may accompany them to all meetings in an observation capacityto observe. This designee may stand in for the Training Committee mMember in emergency circumstances.~~

~~— The Training Committee Chair willshallwill have final decision making authority on training recommendations presented to the Academy Division.~~

~~— Advisors~~

~~— The Training Committee may request additional Department personnel to attend meetings, such as sSubject mMatter eExperts, division/section/unit representatives, or personnel who have recommended training.~~

~~— Department These ppPersonnel who act as advisors to the Training Committee willshallwill not be permanent members of the Training Committee.~~

~~5. =~~