



# Training

The Aurora Police Department prides itself on our training. APD has one of the most rigorous training programs in the state for officers throughout the year. Our training is developed in alignment with the final report from The President’s Task Force on 21st Century Policing and the concepts of Procedural Justices that ensures actions by our officers are proportional, legal, authorized, necessary and ethical.

APD also focuses on Crisis Intervention and de-escalation training, especially during scenario-based training exercises. APD provides ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis that is specific to their role and/or specialized unit within the department.

## Training for New Recruits

Each new recruit for the Aurora Police Department is required to attend an Illinois Law Enforcement Training and Standard Board (ILETSB) certified academy. Recruits attend the academy for a total of 560 hours (14 weeks). ILETSB’s mission is to provide standards and training which enhance the ability of law enforcement to readily and quickly adapt to our rapidly changing society and which can lead to public recognition of law enforcement as a profession.

ILETSB promulgates standards for the selection and training of employees of law enforcement agencies both at the entry and advanced level so as to improve their training and performance, and to establish their qualification to be certified in the State of Illinois according to the standards and rules of the Board and the requirements of the Act; which standards shall establish mandatory, minimum requirements pertaining to the lack of a criminal history background; and the establishment of standards applicable to education, mental moral, ethical, and physical skills and qualities.

In addition to the academy, all new recruits receive six additional weeks of in-house training at the Aurora Police Department prior to beginning their Field Training Officer program. The Field Training Officer program lasts a minimum of four months before the officer is released to independent patrol.

## State-mandated Training Requirements

The State of Illinois requires police officers to complete state-mandated training for officers on a continuous basis.

### EACH YEAR (50 ILCS 705/7)

ILETSB-approved use of force training	Legal updates
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### EVERY THREE YEARS (50 ILCS 705/7; 50 ILCS 705/10.19; 725 ILCS 203/20)

Constitutional & proper use of law enforcement authority	Procedural justice
Civil rights	Human rights
Mental health awareness and response	Officer wellness
Mandatory child abuse reporting	Cultural competency
Training on sexual assault and sexual abuse response and report writing	

### EVERY FIVE YEARS (725 ILCS 5/112A-27; 750 ILCS 60/301.1)

Domestic violence
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# APD Training Beyond State Requirements

APD's focus on continuing education and training doesn't just stop at the state-mandated training. Each year, officers are required to attend six eight-hour mandatory training sessions by the department that go over and beyond what is required by the State of Illinois. In the past four years, officers received training on the following topics during those training sessions in addition to the required state-mandated training.

## 2017

Counter-Terrorism Recognition and Assessment	Crowd Control
Investigations Update	Pedestrian Stop Data Reporting
De-escalation and Smarter Policing	Active Shooter/ALICE
Addiction Awareness	Gas Mask Fit Test
Mental Health First Aid	Felony Traffic Stops
Room Clearing	Homemade Explosives Awareness and Recognition
Defensive Tactics (Handcuffing, Active Counter Measures, Take Downs, Ground Control and Defense)	

## 2018

Islamic Culture Awareness	Survivor Benefits
Net Dispatcher/Policy Review	CPR/AED
Rescue Task Force	Response to Active Shooter
Defensive Tactics (Deadly Force Ground Fighting Situations)	
Civil Rights/Risk Management/Civil Liability/Section 1983/Law Update	

## 2019

Use of Force Decision Door	Bolawrap
Records Management System	Rescue Task Force (Practical with Naperville PD)
Critical Incident Team/Autism Awareness	Drones
Pension Benefits Review	Sex Offender Registration
Sexual Assault Update	Elderly Abuse Update
Squad Equipment Review (Water Rescue/Halligan/Shield/Less Lethal)	

## 2020

Implicit Bias Training	Crowd Control/Less Lethal (Pending)
Emergency Driving/Pursuits/Felony Stops (Pending)	

# Specialized Units and Personnel

Specialized units and personnel, like officers on our Crisis Intervention Team or officers trained in elderly abuse, attend countless hours of training for their position within the department.

## 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 Department prefers courses that promote professional growth and continued development for department personnel. Appropriate courses may include:

- Courses certified by ILETSB.
- Courses offered by ILETSB designated Mobile Team Units (MTUs).
- Courses offered by outside vendors and agencies.
- Courses offered by the Aurora Police Department.

### 203.3 OBJECTIVES

The objectives of the training program are to:

- Enhance the level of law enforcement service to the public.
- Increase the technical expertise and overall effectiveness of our personnel.
- Provide for continued professional development of department personnel.

### 203.4 TRAINING PLAN

It is the responsibility of the Training Sergeant to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and Department-required training is completed by all members as needed or required. The training plan should include the anticipated costs associated with each type of training. The plan should include a systematic and detailed method for recording and logging of all training for all members.

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Sergeant shall review the entire training plan on an annual basis.

The plan will include information on curriculum, training material, training facilities and scheduling. The plan will address federal, state and Department-required, minimum-mandated training of officers and other members.

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#### 203.4.1 STATE-MANDATED TRAINING

Officers must successfully complete the Minimum Standards Basic Law Enforcement Training Course or a similar ILETSB-approved training program within six months of full-time employment (50 ILCS 705/8.1).

- (a) The basic training requirement may be waived if the employee is eligible for certification by meeting training and certification standards within the parameters, extensions, and exceptions set by ILETSB (50 ILCS 705/8.1).
- (b) State-mandated training requirements every year include (50 ILCS 705/7):
  - 1. ILETSB-approved use of force training.
  - 2. Legal updates.
- (c) State-mandated training requirements every three years include (50 ILCS 705/7; 50 ILCS 705/10.19; 725 ILCS 203/20):
  - 1. Constitutional and proper use of law enforcement authority.
  - 2. Procedural justice.
  - 3. Civil rights.
  - 4. Human rights.
  - 5. Mental health awareness and response.
  - 6. Officer wellness.
  - 7. Mandatory child abuse reporting.
  - 8. Cultural competency.
  - 9. Training on sexual assault and sexual abuse response and report writing (refer to Sexual Assault Investigations Policy).
- (d) State-mandated training requirements every five years include:
  - 1. Domestic violence (725 ILCS 5/112A-27; 750 ILCS 60/301.1).

#### 203.4.2 MANDATORY RETRAINING AFTER PERIOD OF ABSENCE

- (a) Sworn officers who have been absent from Patrol for a period of one (1) year or more and are being permanently assigned to Patrol will be assigned to a Field Training Officer (FTO) for a minimum ten (10) day period. This period may be extended as required at the discretion of the Field Training Commander.
- (b) During the time such sworn officers are assigned with an FTO they will not be subject to the formalized evaluations required of probationary officers in training. The FTO's function is to re-familiarize the officer with agency forms, updated policy and procedures, and in conjunction with the Field Training Commander and/or Training Unit, insure that the returning officer is provided such opportunities as are necessary to meet or re-qualify in skill areas such as firearms, impact weapon, arrest procedures, or other training needs.

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### 203.5 TRAINING NEEDS ASSESSMENT

The Training Unit 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.

### 203.6 TRAINING COMMITTEE

The Chief of Police shall establish a Training Committee, which will serve to assist with identifying training needs for the Department.

The Training Committee should be comprised of at least three members, with the Administrative Services Bureau Commander acting as the chairperson. Members should be selected based on their abilities at post-incident evaluation and at assessing related training needs.

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.

The Training Committee should convene on a regular basis as determined by the chairperson 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 chairperson. 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 chairperson 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, in coordination with the Training Sergeant. 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

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6. Other exceptions as approved by the supervisor or Training Sergeant.
- (b) When an employee is unable to attend mandatory training due to reasonable unforeseeable circumstances, that employee shall:
  1. Notify his/her supervisor and the Training Sergeant 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. This information should be forwarded to the Training Sergeant.
  3. Make arrangements through his/her supervisor and the Training Officer to attend the required training on an alternate date.
- (c) Employees wishing to attend additional training classes should complete the required form ( [see attachment](#) ) and forward it through their chain of command for approval.

#### **203.8 TRAINING PROGRAM REIMBURSEMENTS**

- (a) Expenses for attending approved schools and / or seminars approved by the department will be paid by the Department.
- (b) Tuition: Some classes such as classes offered by North East Multi-Regional Training are paid in a flat rate. Other classes require payment to attend and must be budgeted.
- (c) Transportation
  1. Employees should use a city vehicle whenever possible. Prior to taking a department vehicle the employee shall advise an on-duty supervisor they are taking a vehicle to attend training.
  2. If the use of a city vehicle is not possible then mileage, generally, will be allowed for one round trip at the rate set from time to time, by the City Counsel. In certain instances, at the department's discretion, the employee shall be given exact air fare for one round trip. If more than one employee attends the same school/ seminar at the same time, mileage will be allowed to only one driver. Employees shall car pool and the Training Unit shall decide who receives the money for mileage.
  3. If the school/seminar is within commuting distance, sworn personnel shall have a department vehicle made available for transportation to and from training. In instances where an employee attends recruit training, each officer shall receive mileage for one round trip. If it is necessary to use an Illinois Tollway the employee shall secure a tollway card from his or her Lieutenant or the Administrative Services Lieutenant.
- (d) Travel Time
  1. All travel time will be at straight time only.
  2. Employees are entitled to travel time for schools and seminars that are in excess of 30 miles from Aurora.
  3. Travel time will apply only for time outside of regular duty hours.

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4. If a school is two weeks or longer and the department is not paying for weekend lodging, travel time will apply to and from school.

### **203.9 DAILY TRAINING BULLETINS**

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Aurora 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 Sergeant.

Personnel assigned to participate in DTBs should only use login credentials assigned to them by the Training Sergeant. 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 Internet active computer, 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.