

Department of the Interior Law Enforcement Policy

Effective Date: July 15, 2016

Series: Law Enforcement and Security

Chapter 15: Training Standards for Law Enforcement Officers

Originating Office: Office of Law Enforcement and Security

15.1 **Purpose.** This chapter establishes training standards for all Department of the Interior (Department/DOI) Law Enforcement Officers (LEOs).

15.2 **Scope.** This policy applies to all DOI LEOs.

15.3 **Authority.** This policy is issued pursuant to 112 DM 17 and 212 DM 17.

15.4 **Responsibility.**

A. Director, Office of Law Enforcement and Security (OLES) is responsible for policy development, program guidance and oversight of the Department's law enforcement programs.

B. Bureau Directors of Law Enforcement (BDLE) are responsible for promulgating and complying with any counterpart policies or procedures as required by this policy and the corresponding *Law Enforcement Handbook*.

15.5 **Definitions.** For the purpose of this chapter, the following definitions apply:

LEO. A commissioned DOI employee sworn to enforce criminal statutes and authorized to carry firearms, execute and serve warrants, search, seize, make arrests and perform such duties as authorized by law. This chapter also references LEO training for candidates that have been hired as LEOs but will not be commissioned until they fulfill all training and commissioning requirements.

Law Enforcement Training Program. A sequenced progression of lessons and evaluations provided to LEOs, established through a curriculum development process to identify required knowledge, skills and abilities and intended to be conducted on a recurring basis. A variety of delivery methods may be utilized along with, or instead of in-person, instructor-led training.

15.6 **Policy.** The policy standards herein are established to ensure that:

A. LEOs receive the training necessary to perform their duties safely, effectively and professionally throughout their careers; and,

B. complete and accurate records of law enforcement training are maintained for all bureau/office LEOs.

15.7 **Standards.** Bureaus/offices will establish and implement procedures that meet requirements specified in the *Law Enforcement Handbook*.

LAW ENFORCEMENT HANDBOOK

Chapter 15 - Training Standards for Law Enforcement Officers

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15.1 What does this chapter do? This chapter establishes mandatory training standards for all bureau/office law enforcement officers (LEOs).

15.2 What is the basic training requirement for permanent LEOs? All permanent LEOs must complete basic training at the Federal Law Enforcement Training Centers (FLETC), bureau-specific training on topics not covered by FLETC, and a documented field training program. [Alternate training is detailed in 15.3.](#)

- (a) The DOI-approved FLETC basic training programs are as follows:
 - (1) LMPT- Land Management Police Training
 - (2) IPA- Indian Police Academy/RPOTP- Rural Police Officer Training Program)
 - (3) UPTP- Uniformed Police Training Program
 - (4) CITP- Criminal Investigator Training Program

(b) Candidates hired into 1811 Criminal Investigator positions must successfully complete a FLETC investigator training program. Candidates that have already successfully completed any DOI-approved FLETC basic training program may substitute the DOI Investigator Training Program (DOI_ITP) in lieu of CITP.

(c) All candidates selected for permanent positions as LEOs must successfully complete three training components: 1) a FLETC basic law enforcement training program, 2) a field training program, and, 3) bureau-specific basic training. The designated FLETC basic law enforcement training program must be successfully completed before receiving a delegation of

law enforcement authority. Candidates must also complete a field training program before being authorized to independently conduct law enforcement duties. Unless a waiver is granted by the Bureau Director of Law Enforcement (BDLE), bureau-specific basic training will be completed within one year of completing the prescribed FLETC law enforcement training and subsequent field training program.

(d) Temporary, part-time, seasonal, or dual-function bureau/office employees with restricted or limited law enforcement authority that are selected for permanent Department law enforcement positions may work under their limited authority, if allowed under bureau policy, but for no more than one year from their date of permanent appointment. Bureaus that require a delay in completing basic training beyond the one year deadline must obtain an extension from the Director, OLES.

15.3 Can bureaus substitute equivalent training? Bureaus hiring a qualified candidate as a permanent LEO, who has successfully completed other comparable federal or non-federal law enforcement training may, through the BDLE, request a waiver of the DOI training program requirement from the Director, OLES. The hiring office must provide documentation to the BDLE demonstrating that the applicant's training and experience, combined with planned bureau-specific training detailed herein, meets or exceeds the training requirements of the position. Waiver requests should be submitted in accordance with 446 DM 45 *Policy Waivers and Program Enhancements* to the OLES FLETC Training Manager.

15.4 How does OLES determine if other training programs are comparable to standard basic training? OLES will not provide training program blanket waivers for other training programs. Instead, waiver requests will be evaluated for individual applicants. OLES will evaluate the quality and quantity of the applicant's training and experience, and its applicability to the duties of the position they will be performing. A comparability analysis may include assessment of the following areas: overall curriculum, total number of training hours, and the quality of the training facilities, resources and instructional materials. The evaluation may be performed by paper audit and extend to site visits and inspections prior to approving waivers.

15.5 What bureau-specific training is required? Permanent LEOs must successfully complete bureau-specific basic training within one year of completing the prescribed FLETC law enforcement training and subsequent field training program. The training should be designed to provide significant bureau law enforcement topics not addressed in the FLETC basic training programs, such as:

- (a) Bureau-specific authority and jurisdiction;
- (b) Statutes and regulations enforced exclusively or routinely by the bureau; and
- (c) Department and bureau policies and procedures.

15.6 What is the basic training requirement for temporary, seasonal, or part-time LEOs?

(a) Bureaus/offices will establish Department-approved training standards and compliance review procedures for law enforcement academies from which the bureaus/offices intend to hire temporary, seasonal, or part-time LEOs.

(b) BDLEs may approve hiring a qualified candidate, who has successfully completed other comparable federal or non-federal law enforcement training.

(c) Temporary, seasonal, or part-time LEOs must have restricted or limited law enforcement authority.

15.7 What is the field training and evaluation program requirement for uniformed officers? Permanent uniformed LEOs may not perform field law enforcement duties until completion of a field training program, unless under the direct supervision of an instructor or supervisor.

(a) Field training will be a problem-based training curriculum in which the trainee works under the direct supervision of a field training evaluator, applying their academic training to real-world situations, with a minimum of 400 hours of training.

(b) Bureaus/offices should develop written field training standards to include required training for designated field training officers/evaluators.

(c) Bureaus/offices may develop a procedure that allows a waiver of all or part of the field training requirement for qualified officers that have successfully completed a comparable non-DOI field training program or have significant experience. Waivers must document training and equivalent experience as well as a plan to evaluate the readiness of the officer to perform the full requirements of the position.

15.8 What is the field training and evaluation requirement for Criminal Investigator positions? Bureaus/offices will develop a mentoring program with corresponding task book that provides employee development for new criminal investigators. The program should be specific enough to verify that the investigator is able to perform the full requirements of the position. Realizing that such a program may take months or more than a year to complete, independent investigative work should be limited to those areas where proficiency has already been successfully demonstrated.

15.9 What if a bureau hires a former DOI LEO who had a break in service? Bureaus may provide a delegation of law enforcement authority to LEOs that have previously successfully met the requirements of the position that were in place at the time of their previous employment, and have not had a break in service of more than three years as an active LEO. Bureaus/offices will define training requirements to provide these LEOs with appropriate law enforcement updates and meet qualification standards prior to receiving law enforcement authority.

15.10 What refresher training is required?

(a) All LEOs must successfully complete a minimum of 40 hours of in-service training each calendar year. In-service training should reinforce acquired skills and introduce new information, techniques and tactics necessary for continuing professional development of LEOs. LEOs completing a basic FLETC training program may be exempted from attending the bureau annual in-service 40-hour training requirement for the calendar year in which they graduate. Supervisory, management, executive, and administrative LEOs should attend in-service training commensurate with their duties.

(b) Annual in-service training must include the following minimum requirements:

(1) legal refresher and update, including topics such as Supreme Court decisions, review of use of force, liability related to emergency vehicle operations and related policies and incidents; and

(2) victim-witness awareness, including review and update of victim and witness rights laws, law enforcement responsibilities and assistance programs available to LEOs and victims/witnesses.

(c) The Director, OLES in conjunction with the BDLEs may substitute or designate additional mandatory in-service training requirements based on the needs of the Department.

15.11 Is there other required LEO training? Bureaus are responsible for ensuring LEOs receive all other training mandated by federal laws, regulations and Department and bureau policy.

15.12 What training and certification is required for instructors? Bureau/office policies must designate minimum training and qualifications standards for bureau/office instructors in law enforcement disciplines.

15.13 What training is required for supervisors?

(a) LEOs appointed to managerial or supervisory positions for the first time must successfully complete bureau-approved training for new law enforcement supervisors within two years of their appointment.

(b) Non-commissioned personnel with direct-line supervisory authority over LEOs must successfully complete bureau-approved training for new law enforcement supervisors in the first available class following appointment to the position (up to one year following appointment). This period may be extended to a maximum of two years upon written approval of the BDLE. This training must include:

(1) Bureau authority and jurisdiction;

(2) Ethics training for law enforcement officers;

- (3) Department and bureau policies, including:
 - (i) Use of force;
 - (ii) Law enforcement training requirements;
 - (iii) Law enforcement firearms and defensive equipment;
 - (iv) Emergency vehicle operation and vehicle pursuits; and
 - (v) Reporting of critical incidents to bureau and Department;
- (4) LEO and supervisor liability;
- (5) Management of critical incidents, including officer-involved shootings; and
- (6) Disciplinary process and internal affairs investigations.

15.14 What records must bureaus maintain? Bureaus must maintain law enforcement training records for each DOI LEO. Records should preferably be maintained in a central location for ease of access. Records must include:

- (a) Law enforcement training programs/courses completed;
- (b) Dates of law enforcement training;
- (c) Hours of law enforcement training completed;
- (d) Record of performance (scores, evaluations, etc.); and
- (e) Certifications awarded (if applicable).

All employee law enforcement training records should be retained under bureau policy and record schedules as well as the Federal Records Act and Title 44 USC 31.