

# 2017 ADMINISTRATIVE RULE RESERVE TRAINING RECORDS

INDIANA LAW  
ENFORCEMENT ACADEMY

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# WHO AM I?

- B.A. 1980 Indiana University - Bloomington
- J.D. 1984 Valparaiso U. School of Law
- M.B.A. 1991 Indiana Wesleyan University
- LL.M. 2001 John Marshall Law School
- LaGrange County Prosecutor 1991-2002
- Reserve Deputy Noble Co. Sheriff's Department 2007-2016
- Over 100 jury trials in State and Federal Courts
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# CONTACT INFORMATION

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# 2017 ADMINISTRATIVE RULE RESERVE TRAINING RECORDS

Effective January 1, 2017, 250 IAC 2-7 and 250 IAC 2-8 will be modified to reflect new annual training and record keeping requirements for Reserve police officers.



# CHANGE #1

250 IAC 2-7-1:

Reserves must now meet the same annual training requirements as merit officers.



# CHANGE #1

## 250 IAC 2-7-1: Reminder of Annual Training Requirements

- Minimum 24 total hours of in-service training;
- Minimum 2 hours of the 24 must be in firearms;
- Minimum 2 hours of the 24 must be in physical tactics/use of force;
- Minimum 2 hours of the 24 must be in police vehicle operations;
- Remaining hours must be in subject included in Tier I basic training or otherwise approved by the LETB





# CHANGE #1

## 250 IAC 2-7-1: Reminder of Annual Training Requirements

The in-service training must be provided by:

1. an LETB certified instructor,
2. an LETB certified school or academy
3. a school or academy in another State that has been certified by that State's equivalent to the LETB;
4. a federal law enforcement agency;
5. an accredited college, university, or vocational school on a subject approved by the LETB; or



# CHANGE #1

250 IAC 2-7-1: Reminder of Annual Training Requirements

The in-service training must be provided by:

6. any other agency or entity, public or private, that has received prior approval from the LETB or the Executive Director of ILEA to provide in-service training for Indiana LEOs.





# CHANGE #1

250 IAC 2-7-1:

If a Department wants to train one or more of its officers on a topic not included in the Basic Tier I curriculum, the topic must be pre-approved by the LETB.

In order to get such LETB approval, the Department must demonstrate a need for the specific training.



# CHANGE #2

250 IAC 2-7-1:

The in-service training is now on a calendar year basis. That means that the annual training requirements renew on January 1 and end on December 31 of each year.



# CHANGE #3

250 IAC 2-8-1:

For Reserve officers, the Department maintains the training records and **DOES NOT** forward those records to ILEA.

The Department must certify that each Reserve officer has met the annual training requirements.

All verification records must be retained by the Department and be made available to LETB/ILEA upon demand.



# HOW TO REPORT RESERVE ANNUAL TRAINING HOURS

Step 1: Log into ACADIS

Step 2: Click on the 'training and events' tab

Step 3: In the drop-down box choose 'submit completed training for approval'

Step 4: Click on 'starting with a preapproved course'

Step 5: Choose option titled '2016 Reserve 24 Hour Mandated Training'

Step 6: Populate the form with the names and PSID numbers of all Reserves in your department that completed the training

Step 7: Click 'submit'



# FAILURE TO MEET ANNUAL TRAINING REQUIREMENTS

250 IAC 2-7-4(d):

Applies to both merit and Reserve officers.

“If an officer has not completed the required hours of in-service training in a calendar year, the appointing authority shall immediately suspend the officer’s police powers until the training requirement is satisfied. The dates of any such suspension shall be recorded in the officer’s training record at the officer’s department.”



# HOW TO FIX THE PROBLEM

250 IAC 2-7-4(e):

“To regain eligibility for employment, an officer in noncompliance must make up the training hour deficit and submit proof of the training received to the chief executive officer of the employing department, who shall immediately forward it to the [LETB]”





# HOW TO FIX THE PROBLEM

250 IAC 2-7-4(f):

“If the [LETB] finds that the training received meets the requirements established for mandatory in-service training, the officer shall be considered to be in compliance with the training mandate as of the date the officer completed the last hour of training required by the mandate.”



# BEST PRACTICES

A request from the nice ladies in record keeping at ILEA:



# BEST PRACTICES




# BEST PRACTICES

Request #1:

When reporting training hours on ACADIS, please use the training category drop down box to designate whether the reported training qualifies for the mandatory firearms/EVO/physical tactics.



# BEST PRACTICES

 **Training**  
Submit Completed Training for Approval

### Training Description

\* Course Title

Course No.

Description

Characters: 0 of 4000 allowed.

\* Start Date

\* End Date

Training Category  All attendees will have the same training category  
 Each attendee may have a different training category

Training Hours  All attendees will have the same number of hours  
\* Hours   
 Each attendee may have a different number of hours

\* Report Training To ILEA/IDHS Academy

Event Comments





# BEST PRACTICES

Options:

- » LETB EVO
- » LETB Firearms
- » LETB General In-Service
- » LETB PT/Use of Force
- » LETB Training by Non-approved Provider





# BEST PRACTICES

Request #2:

When entering data on ACADIS regarding the training instructor, please use the instructor's PSID if she/he/they have one.

This is the quickest and easiest method for population of the instructor's data in the computer.



# BEST PRACTICES

Request #3:

**DO NOT** enter “SWAT Training” in the description of the training. “SWAT” is not an ILEA approved course of instruction; it is highly specialized group that takes care of serious business.

Instead, break down the SWAT training into physical tactics hours, firearms hours, etc.



# BEST PRACTICES

Request #4:

Likewise **DO NOT** enter “mandated training” in the description of the training. The ladies need to know which mandated training it qualifies for, such as “SIDS”, Dealing with EDPs”, etc.



# BEST PRACTICES

## Request #5:

In addition **DO NOT** enter initials for training in the block for course titles. The ladies don't always know what the initials stand for. Generally, the more description you can enter the easier it is for the ladies to classify the training and verify that all officers have complied with the requirements.



# BEST PRACTICES

Request #6:

If multiple videos are used for training, please don't list each one separately. Instead, lump all videos together into minimum 30 minute blocks and specify each video in the 'description' line.



# BEST PRACTICES

Request #7:

Please use the quick links on the opening page to keep current statistics accurate. The 'department data' is used frequently regarding the number of LEOs in Indiana, etc.

Also, the first new hire for new Town Marshals is **YOU!**  
Make sure you enter yourself ASAP!





# BEST PRACTICES

