



<b>Policy Name:</b>	<b>LEARNING MANAGEMENT SYSTEM</b>		
<b>Policy #:</b>	AD 7.4	<b>Last Updated:</b>	2023-04-27
<b>Issued By:</b>	SUPPORT SERVICES BUREAU	<b>Approved By:</b>	SURREY POLICE BOARD
		<b>Review Frequency:</b>	AS REQUIRED

**RELATED POLICIES**

*AD 7.5 Mandatory Training*

*AD 7.6 Training Records*

**1. PURPOSE**

- 1.1. To outline the process by which Surrey Police Service (SPS) Employees will identify their interest in training opportunities.
- 1.2. To confirm that SPS has a Learning Management System (LMS) and SharePoint site to track Employee requests for training and to track records of training completion.

**2. SCOPE**

- 2.1. This policy applies to all SPS Employees.

**3. POLICY**

- 3.1. Employees are primarily responsible, with guidance from their Supervisor and their Employee Services Section representative or Human Resources Section representative, for planning and managing their careers.
- 3.2. Members are responsible for ensuring their mandatory training requirements are current.
- 3.3. All Employee training records are maintained on the Canadian Police Knowledge Network’s (CPKN) LMS, through a web portal that is specific to SPS. The LMS is used to track the courses completed by both Civilian staff and Members. The LMS is also used to track the expiry dates of each Member’s mandatory training, track policy review and attestations, and provide additional details for each course or training session offered.

- 3.4. Employees may view their training records, including completed courses, courses in progress, certificates received, and scheduled courses on the CPKN platform.
- 3.5. Optional online courses for Members are listed in the “Sworn CPKN Catalogue” on the SPS portal of CPKN. Optional online courses for Civilian staff are listed in the “Civilian CPKN Catalogue” on the SPS portal of CPKN. Civilian staff and Members may self-register and complete any of these courses.
- 3.6. A limited number of additional training and developmental opportunities, such as classes, workshops, and conferences will be available to Employees. These opportunities will be posted on the SPS portal of the CPKN platform on the homepage.

#### 4. **PROCEDURE**

- 4.1. The Leadership Development Unit (LDU) will periodically communicate to Employees about additional training and developmental offerings on the CPKN platform or via internal SPS emails. Employees should review the training details and submit a request via CPKN or as directed.
- 4.2. Employees who wish to participate in any additional course or training should review the availability of training opportunities on CPKN and submit a request for their desired course(s) and/or conference(s) via the Training Requests link on the portal. The request must be submitted online when the request process is open for submissions, and all requests must be properly submitted by the deadline date listed in any internal notifications and on SharePoint.
- 4.3. Employee Supervisors will be notified electronically of their Employee’s course and conference requests and must indicate their support or decline the request by the deadline date listed.
- 4.4. LDU will review all training requests and Supervisor comments and the LDU Inspector will present Course Request reports to the Training Advisory Committee (TAC). The TAC is the final decision-maker regarding course prioritization and number of approved seats per course. LDU staff will update an Employee on the status of their training request(s) via the CPKN portal.

## **APPENDIX A: DEFINITIONS**

“Civilian Staff” means non-sworn Employees appointed by the Surrey Police Board.

“CPKN” means the Canadian Police Knowledge Network.

“Employee” means a Civilian staff member or a sworn Police Officer appointed by the Surrey Police Board.

“LDU” means the SPS Leadership Development Unit.

“LMS” means the SPS Learning Management System.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“SPS” means Surrey Police Service.

“Supervisor” means a Team Lead, Manager, Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a supervisory capacity who is accountable for a particular area or shift on behalf of SPS.

“TAC” or “Training Advisory Committee” means advisory committee comprised of a Senior Leadership Team member from each bureau, the Finance Manager, and a civilian Human Resources Section manager.

**APPENDIX B: REFERENCES**