

## Department of the Interior Departmental Manual

---

**Effective Date:** 01/16/2025

**Series:** Law Enforcement and Security

**Part 446:** Law Enforcement

**Chapter 15:** Training Standards

**Originating Office:** Office of Law Enforcement and Security

---

### 446 DM 15

**15.1 Purpose.** This chapter establishes training standards for all Department of the Interior (Department) law enforcement officers (LEOs). This chapter cancels law enforcement policy, chapter 15, of July 15, 2016.

**15.2 Scope.** This policy applies to all Department Bureaus/Offices LEOs and non-commissioned personnel with direct-line supervisory authority over LEOs.

**15.3 Authority.** This policy is issued pursuant to 5 U.S.C. § 301; 43 U.S.C. § 1454; Reorganization Plan No. 3 of 1950, (64 Stat. 1262), as amended; 54 U.S.C. § 102701 et seq., for the National Park Service; D.C. Code § 5-206 and related authorities for the U.S. Park Police; 43 U.S.C. § 1733(c)(1)-(2), for the Bureau of Land Management; law enforcement authorities specific to the Fish and Wildlife Service, including but not limited to 16 U.S.C. § 3375(b) and 16 U.S.C. § 460k-3; 25 U.S.C. § 2802, for the Bureau of Indian Affairs; and 43 U.S.C. § 373b, for the Bureau of Reclamation.

**15.4 Policy.** These policy standards are established to ensure LEOs receive the training necessary to perform their duties safely, effectively, and professionally throughout their careers. Bureaus/Offices are responsible for establishing a law enforcement training program with internal procedures and policies for maintaining complete and accurate law enforcement training records.

### 15.5 Responsibilities.

A. Assistant Secretary – Policy Management and Budget (AS-PMB) is responsible for providing management direction and support for all Department law enforcement (LE) programs and activities through Department-wide policies, standards, and guidelines.

B. Deputy Assistant Secretary, Public Safety, Resource Protection and Emergency Services (DAS-PRE) is the Department's primary law enforcement policy officer and the principal advisor to the Secretary, Deputy Secretary, and Assistant Secretary – Policy Management and Budget on law enforcement policy and operations.

C. Director, Office of Law Enforcement and Security (OLES) has the responsibility, as delegated by the DAS-PRE and pursuant to 112 DM 17 and 212 DM 17, for law enforcement policy development and for oversight of the Department's law enforcement programs including policy implementation and compliance across the Department.

D. Bureau/Office Directors are responsible for ensuring that Bureau/Office law enforcement programs are managed in accordance with law, regulation, and Departmental policy.

E. Bureau/Office Directors of Law Enforcement (BDLE) are responsible for establishing and enforcing Bureau/Office policies and procedures which comply with law, regulation, and Departmental policy.

F. Bureau/Office Law Enforcement Officers are responsible for complying with established law, policy, and guidelines governing training standards.

**15.6 Definitions.** For the purposes of this chapter, the terms below are defined as follows:

A. Field Training Officer (FTO). A law enforcement officer who meets Bureau/Office standards and requirements for training and evaluating LEO trainees under their direct supervision in a field training program.

B. Law Enforcement Officer (LEO). A Department employee sworn and commissioned 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.

C. Law Enforcement Training Program. Training curriculum and exercises or learning activities for law enforcement personnel conducted on a recurring basis. Training programs may be in-person, eTraining, or blended.

D. Law Enforcement Officer Trainee. A commissioned Department employee who has received a delegation of law enforcement authority. The LEO Trainee is not authorized to independently conduct law enforcement duties until completion of a field training program.

**15.7 Standards.** This policy sets forth minimum guidelines for Bureaus/Offices to establish and implement procedures meeting the mandatory training standards herein for all LEOs.

A. Basic Training Requirements.

(1) All LEOs must successfully complete each of the following training components:

(a) Department-approved basic law enforcement training program at the Federal Law Enforcement Training Centers (FLETC);

(b) Field training program for uniform LEOs or a mentoring program for criminal investigators; and

(c) Bureau/Office-specific training on topics not covered by FLETC (see Section C).

(2) The Department-approved FLETC uniformed officer basic training programs are:

(a) Land Management Police Training (LMPT);

(b) United States Indian Police Academy (USIPA); and

(c) Uniformed Police Training Program (UPTP).

(3) The Department approved FLETC criminal investigator training programs are:

(a) Criminal Investigator Training Program (CITP); and

(b) DOI Investigator Training Program (DOI\_ITP).

(4) Candidates or LEOs hired into Job Series 1811- Criminal Investigation positions must successfully complete an approved FLETC investigator training program. Candidates or LEOs that have successfully completed a Department-approved FLETC uniformed officer basic training program, or one of their various FLETC predecessor courses, can attend DOI\_ITP in lieu of CITP.

(5) A Department-approved FLETC basic law enforcement training program must be successfully completed before receiving a delegation of law enforcement authority / commission. The National Park Service may continue to utilize seasonal law enforcement officers in accordance with already approved standards for a period of five years from the signing of this DM. Upon the five-year mark, the National Park Service must ensure that its law enforcement officers (including seasonal officers) do not receive a delegation of law enforcement authority/commission without first successfully completing a Department-approved basic law enforcement training program.

(6) LEO trainees must complete a field training program before being authorized to independently conduct law enforcement duties.

B. Field Training Program.

(1) LEOs must not perform field law enforcement duties until completion of a field training program, unless under the direct supervision of an FTO or supervisor.

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

(3) Bureaus/Offices must develop written field training standards to include required training for designated FTOs.

(4) For new investigators, Bureaus/Offices must develop a mentoring program with a corresponding task book that tracks the investigator's development. The mentoring program should be specific enough to verify that the investigator is able to perform the full requirements of the position. Since completion of such a program may take months or more than a year to complete, independent investigative work by new investigators should be limited to those areas where proficiency has been successfully demonstrated and documented in their task book.

C. Bureau/Office-Specific Training. LEOs must successfully complete Bureau/Office-specific basic training within one-year of completing the required FLETC law enforcement training and subsequent field training program. The training must include the following Bureau/Office law enforcement topics:

- (1) Bureau/Office-specific authority and jurisdiction;
- (2) Department and Bureau/Office policies and procedures; and
- (3) Statutes and regulations enforced exclusively or routinely by the Bureau/Office.

D. LE Training Waivers.

(1) Waivers for the Department law enforcement training program requirements must be requested through the BDLE to the Director, OLES. The BDLE must provide documentation demonstrating the applicant's training and experience, combined with planned Bureau/Office-specific training that will meet or exceed the training requirements of the position.

(2) The OLES national law enforcement training coordinator must review and provide a recommendation to the Director, OLES for all Department law enforcement training program requirement waiver requests.

(3) Waivers can be requested for basic training, field training, and/or Bureau/Office-specific training, for those LEO candidates who have successfully completed other comparable Federal, State, or local law enforcement training and have extensive job-related experience.

(4) OLES will review waivers on an individual basis or as a group if several LEOs attended the same training program. To qualify, this training program must have been

updated through a comprehensive curriculum review within the past five years. OLES will evaluate the totality of the applicant's training and experience, and the applicability of the training program to the duties of the position they will be performing. A comparability analysis may include assessment of the following areas:

- (a) Overall curriculum;
- (b) Total number of training hours;
- (c) The accreditation status of the training program; and
- (d) The quality of the training facilities, resources, and instructional materials.

The evaluation may be performed by an analysis of program curriculum and materials or may extend to site visits and inspections prior to approving waivers.

E. Break-In-LE-Service. Bureaus/Offices may provide a delegation of law enforcement authority to LEOs who have previously successfully met the requirements of the position which were in place at the time of their preceding employment and who have not had a break-in-service of more than three years as an active LEO. Bureaus/Offices must define the necessary training requirements to provide these LEOs with appropriate law enforcement updates. These updates must meet Bureau/Office training standards and be completed prior to receiving law enforcement authority.

F. LE Refresher Training.

(1) 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 the continuing professional development of LEOs.

(2) LEOs completing a basic FLETC training program may be exempted from attending the Bureau/Office annual in-service 40-hour training requirement for the calendar year in which the basic FLETC training was completed.

(3) Supervisory, management, executive, and administrative LEOs must also attend in-service training commensurate with their duties in addition to the required topics in (4).

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

(a) Legal refresher and update, to include relevant Supreme Court decisions, review of use of force policies and practices (including affirmative duty to intervene, and duty to provide care), and issues concerning potential criminal and civil liability;

- (b) De-escalation tactics and techniques;
- (c) Body-worn camera training;
- (d) Victim and witness assistance refresher (including anti-human trafficking);
- (e) Anti-bias training;
- (f) LEO mental health and wellness; and
- (g) Suspicious activity reporting.

(5) Bureaus/Offices must ensure LEOs meet all applicable firearms, less-lethal devices, control tactics and proficiency training requirements established under policy prior to deploying such weapons and techniques.

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

G. Instructor Training. Bureau/Office policies must designate minimum training and qualifications standards for Bureau/Office instructors in law enforcement disciplines (e.g. law enforcement driving, firearms, control tactics, physical fitness, etc.).

H. Supervisor Training.

(1) LEOs appointed to managerial or supervisory positions for the first time must successfully complete a Bureau-approved training for new law enforcement supervisors within one year of their appointment to the position.

(2) 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 training must include:

- (a) Bureau/Office authority and jurisdiction;
- (b) Ethics training for law enforcement officers;
- (c) Department and Bureau/Office policies; including:
  - (i) Use of force,
  - (ii) Law enforcement training requirements,

- (iii) Law enforcement firearms and less lethal equipment,
  - (iv) Emergency vehicle operation and vehicle pursuits,
  - (v) Victim Assistance Program, and
  - (vi) Reporting of critical incidents to Bureau/Office and Department.
- (d) Law enforcement mental health and resiliency;
- (e) Anti-bias training for law enforcement;
- (f) LEO and supervisor criminal and civil liability;
- (g) Management of critical incidents, including officer-involved shootings; and
- (h) Disciplinary process and Office of Professional Responsibility investigations.

(3) Non-commissioned personnel with direct-line supervisory authority over LEOs must successfully complete law enforcement refresher training as determined by Bureau/Office policy every year.

I. Other Required LEO Training. Bureaus/Offices must ensure LEOs meet all applicable training requirements set forth in the Department Manual, other policy documents, and Secretary's orders and Executive orders. This includes training LEOs on any new requirements within 90 days of the publication. In the event the publication does not specify any training requirements but rather mandates that the Bureaus/Offices establish new training policy, training must occur within 90 days of the promulgation of the Bureau/Office policy.

**15.8 Training Records.** Records must be maintained in a manner that ensures security and accessibility by authorized persons only. All employee law enforcement training records should be secured, released, retained, and destroyed according to all applicable laws and Department and Bureau/Office record-keeping policies.

A. LEO Records. Bureaus/Offices must maintain law enforcement training records for each LEO. Records must include:

- (1) All law enforcement training programs/courses completed;
- (2) Any prerequisites for training, if any, which were satisfied;
- (3) Dates of law enforcement training;

- (4) Hours of law enforcement training completed;
- (5) Training evaluations (grades, scores, final results);
- (6) Documentation of any exceptions, waivers, or reasonable accommodations requested or granted to the LEO; and
- (7) Documentation that verifies the LEO successfully completed the training programs.

B. Bureau/Office Specific Training. Law enforcement training programs conducted specifically by the Bureau/Office, must maintain records for each offering of a program. Records must include:

- (1) Curriculum content (e.g., syllabi, lesson plans, training materials, etc.);
- (2) Listing of all instructors and other personnel for each specific class;
- (3) All training programs will include the dates and times for each segment of instruction;
- (4) Roster of participants; and
- (5) Practical evaluations and/or written examinations and keys, if applicable.