CLEVELAND DIVISION OF POLICE
GENERAL POLICE ORDER

EFFECTIVE DATE: MAY 30, 2018	CHAPTER: 1 – Administrative	PAGE: 1 of 3	NUMBER: 1.03.08
SUBJECT: LEARNING MANAGEMENT SYSTEM (LMS)			
CHIEF: *Calvin D. Williams, Chief*			

PURPOSE: To establish guidelines and a standard of usage for members of the Cleveland Division of Police (CDP) when accessing the Learning Management System (LMS).

POLICY: The Cleveland Division of Police is committed to providing quality training programs for its members.

The Division shall facilitate member training through the use of its web-based Learning Management System. The LMS provides a platform to deliver training materials, tests, and other assignments to Division members and records management for training. While LMS is focused primarily on online learning, it also supports member roll call training, an overview of Divisional Notices (DN) and General Police Orders (GPO). This policy defines member roles and responsibilities and outlines the manner in which the LMS training program shall be utilized.

DEFINITIONS:

Administrators: Academy Unit staff member(s), designated by the Training Section OIC, who are responsible for the overall management of the LMS platform and its implementation within the Division of Police.

Basic User: CDP member who is assigned an account for the primary purpose of receiving training on the LMS training platform.

Learning Management System: a software application used for the administration, documentation, tracking, reporting, and delivery of educational courses or training programs. The CDP LMS helps trainers deliver materials to their students, administer tests and other assignments, track student progress, and manage record-keeping.

LMS Manager (or Manager): LMS manager(s) possesses limited access to the LMS related directly to their current assignment or position within the Division. LMS managers are able to search for specific reports, assist with login issues, change passwords, and monitor member progress within their span of control.

PROCEDURES:

I. General Guidelines

    A. Only LMS Administrators and Managers have the authority to access another member's LMS account. Disciplinary action shall be imposed on any member found to be accessing another member's LMS account.

B. LMS platform issues or failures shall be reported to the Training Section LMS administrators.

C. Members who fail to complete training assignments within the prescribed timeline shall be subject to disciplinary action unless excused by their Commander or a Training Section Supervisor.

D. No overtime shall accrue as a result of a member checking their LMS account while on or off-duty.

II. Using the LMS

A. Members are granted the basic user level in the LMS, which allows them to register and schedule their training, upload certificates from outside training, and gives full access to their individual training files.

    1. Members using the LMS shall:

        a. Complete all training courses/programs assigned by the LMS Administrator, within the required timeline;

        b. Comply with **all** directives (including City of Cleveland Policy on Employee use of E-Mail and the Internet, General Police Orders 1.03.09 LMS, and 7.03.01 Use of Division Computers and Email) when using the LMS;

        c. Create and maintain an active LMS account for the duration of their employment with the CDP;

        d. Refrain from creating, modifying, copying, moving, or deleting files or documents on the Division LMS, unless this action is within the scope of their duties;

        e. Log in and check their LMS account at least once per tour of duty. Exceptions to this requirement shall only be permitted when a member is scheduled for compulsory training, court testimony, or on sick leave, or at the discretion of the Training Section OIC;

        f. Log in and familiarize themselves with all directives issued by the Chief of Police and delivered via the LMS system. (Reference GPO 1.01.04).

B. LMS Managers are granted limited access to the LMS, based on their current assignment or position within the Division. Limited access allows LMS Managers to search for specific reports, assist with login issues, change passwords, and monitor the progress of the members under their command.

    1. LMS Managers using the LMS shall:

        a. Log in and check the status of their personal LMS accounts;

    b. Check the *Alerts* section for all members under their command;

    c. Monitor, manage and assist members under their command to ensure:

      1. Compliance with this policy and all related policies governing the use and monitoring of their LMS accounts; and

      2. Completion of all LMS training assignments within the required timelines.

C. District Training Coordinators (DTCs) are granted *Manager* (limited) access to the LMS and are trained to provide support to personnel in their assigned district.

    1. DTCs using the LMS shall:

      a. Assist district level personnel by providing LMS reports for District Commanders and first-line supervisors;

      b. Assist district personnel with password changes and issues with logging into the system, as needed; and

      c. Schedule training and monitor compliance for assignment completion.

B. LMS Administrators are granted full access to the LMS, allowing them to provide oversight and act as the primary managers of the LMS platform and its implementation within the Division of Police.

    1. LMS Administrators using the LMS shall:

      a. Develop, create, upload, and assign training to the division via the LMS; and

      b. Assist with tracking, approving or denying, monitoring progress and compliance with training and assignment timelines.

CDW/sjs
Academy Unit