

**GENERAL ORDER 33.2.5**

**Civilian Training**

**GENERAL ORDER CROSS-REFERENCE: None.**

**SUMMARY**

Describes the Department's civilian training program.

**DISCUSSION**

All new employees will attend the City New Employee Orientation conducted by the Department of Human Resources, as soon as possible after appointment. This course will discuss information useful to all employees including City benefits, City organization, working conditions, rules, regulations, rights and responsibilities of employees.

**POLICY**

**I**

Supervisors shall see that newly hired employees are trained in: the Department's role, purpose, goals, policies, and procedures; working conditions and regulations; and responsibilities and rights of employees.

Individual employees are responsible for reporting any outside training to the Professional Standards & Training Unit to be included in their training records.

**II**

Supervisors shall ensure that all newly hired employees receive specialized training in their assignment areas prior to the assumption of their job duties.

City and Department orientation programs are coupled with on-the-job training. Some employee classes require more specialized training. Communication Officers, Police Records Communication Specialists, Community Service Officers and Detention Officers are required to complete a FTO program. The Animal Control Officer is trained commensurate to the duties required of the position.

**III**

All civilian employees shall be given annual in-service training in their assignment areas as part of the mandatory training program.

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Richard L. Lewis  
Chief of Police