

GENERAL ORDER 23.2.1

Career In-Service Training

GENERAL ORDER CROSS-REFERENCE: 1.4.1, 1.5.1, 34.1.1

SUMMARY

Describes the Department's career in-service training program.

DISCUSSION

In-service training keeps the employee current on the duties and responsibilities of the job presently being performed, enhances the employee's skills, and increases the potential for upward mobility. In-service training is a component of the Department's career development program.

POLICY

I

In addition to identifying contemporary training issues, in-service training shall include review of the following topics: agency policy, procedures, and rules and regulations, with emphasis on changes; statutory or case law affecting law enforcement operations, with emphasis on changes; agency policy on the use of force, including the use of deadly force; CPR/first aid; hazardous materials; victim/witness rights, policies and procedures.

II

Employees shall attend and participate in all mandatory training unless excused by a Division commander. Employees failing to attend these sessions shall contact the Professional Standards and Training Sergeant for instructions on make-up sessions.

III

Career specialty in-service training is a component of the career development program. Specialty assignments require special training. The nature and scope of such training should be determined by the skills, knowledge, and abilities required of each specialty.

IV

Training in management techniques shall be provided to all supervisors and management personnel. In addition to the supervisor and management courses required by the Department of Public Safety Standards and Training of sworn supervisors and managers, the Department offers special training to its supervisory personnel.

Newly promoted sworn supervisors and managers shall be sent to DPSST training as openings at the police academy permit. Newly promoted non-sworn supervisors and managers shall be provided appropriate training.

V

Complete records of all training, including career specialty training, afforded each member of the Department, shall be kept by the Professional Standards and Training Sergeant. The information shall include: the title of the course; training, instruction, or workshop completed; number of training hours; date of completion; grade point (if any); and achievement of any special skills or honors.

Richard L. Lewis
Chief of Police