



SPECIALIZED TRAINING

INDEX CODE: 804
EFFECTIVE DATE: 12-06-06

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I. FUNCTIONS REQUIRING SPECIALIZED TRAINING

The following department functions require pre-assignment and/or post assignment specialized training for civilian or sworn personnel:

- A. Planning & Research
- B. Crime Analysis
- C. Fiscal Management
- D. Training
- E. Criminal Investigation
- F. Vice & Organized Crime Control
- G. Juvenile Operations
- H. Crime Prevention
- I. Intelligence
- J. Internal Affairs
- K. Staff Inspections
- L. Public Information
- M. Property Management
- N. ***Special Operations***
 - 1. ***Tactical***
 - 2. ***Aviation***
 - 3. ***K-9***
- O. Traffic Safety
 - 1. ***Motorcycle Operators***
 - 2. ***Accident Reconstruction***
 - 3. ***Intoximeter Operators***
- P. Communications
- Q. Records
- R. Evidence Collection
- S. **Bike Patrol**
- T. **Conflict Negotiation Team**

II. TIME LIMIT FOR TRAINING

Employees, who are transferred into functions requiring specialized training, will be provided with *or scheduled for* this training within thirty (30) days of the date of the transfer. It is the responsibility of the newly transferred employee's immediate supervisor to ensure training is provided.

III. SPECIALIZED TRAINING CONTENT

Specialized training provides the necessary knowledge, skills, and abilities in a specific subject area in addition to those received through basic recruit and/or other in-service training programs. Specialized training will include, but is not limited to, the following:

- A. Review, for development and/or enhancement, of the skills, knowledge, and abilities needed to perform the tasks associated with the specialized position. A current list of knowledge, skills and abilities for each specialized position is available from Police Personnel.
- B. Review of the specialized component's standard operating procedures, command and organizational structure, personnel policies, and parts of the Rules and Regulations Manual that pertain to the specialized component.
- C. Review of the job responsibilities and related critical elements, and the performance standards upon which the newly transferred employee will be evaluated under the Performance Evaluation system.
- D. Supervised on-the-job training provided by an experienced employee for a period deemed suitable by the immediate supervisor.
- E. *Any certification training that is required for the position, or mandated by governmental authority.*

IV. RECERTIFICATION/RETRAINING

Recertification/retraining will be administered to any employee as needed or required. The commanding officer of the affected employee will consult with the Training Academy Commander on retraining of department personnel. The type and duration of retraining will be considered on a case-by-case basis.

V. DOCUMENTATION

Supervisors will document that specialized training has been accomplished by completing the Specialized Training Inter-Office (PD form 804), provided by the Personnel Section. Supervisors will forward PD 804 to the Training Academy for inclusion in the employee's training file. An inter-office will also be directed to the Personnel Section for inclusion in the employee's personnel file.

VI. PROPONENT UNIT: Personnel Section.

VII. CANCELLATION: This directive cancels Index Code 804, dated 05-01-97.