



# University of Wisconsin–Madison Police

## Policy: 33.5

**SUBJECT: IN-SERVICE, SHIFT BRIEFING, ADVANCED & SPECIALTY TRAINING**

**EFFECTIVE DATE: 06/01/10**

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**STANDARD: CALEA 33.5.1 – 33.6.1 IACLEA 6.3.2 WILEAG 11.1.6, 12.2.5**

### INDEX:

- 33.5.1 ANNUAL RETRAINING
- 33.5.2 SHIFT BRIEFING TRAINING
- 33.5.3 ACCREDITATION FAMILIARIZATION
- 33.5.4 ACCREDITATION MANAGER TRAINING
- 33.5.5 SPECIALIZED TRAINING REQUIRED

### POLICY:

The University of Wisconsin–Madison Police Department shall coordinate a training program to include in-services, shift briefings, advanced and specialty courses. Trainings should be designed to meet law enforcement standards and community needs.

### DEFINITIONS:

“Shift briefing” refers to training or informational sessions of short duration administered to law enforcement personnel just prior to, or after, their tour of duty.

“Specialized training” refers to training to enhance skills, knowledge, and abilities. Specialized training may address supervisory, management, and/or executive development training, or it may include technical and job-specific subjects, e.g., homicide investigation, fingerprint examination, juvenile investigation.

### PROCEDURE:

#### 33.5.1 ANNUAL RETRAINING

The following requires that all sworn personnel complete retraining annually in specific topics:

- A. The Department will schedule regular, mandatory training sessions for both sworn and non-sworn personnel. All sworn personnel will be required to complete retraining annually in legal updates, ethics, and use of force. Retraining may include but is not limited to the following additional topics:
  - 1. Department policy, procedures, rules, and regulations with emphasis on changes;
  - 2. Statutory or case law affecting law enforcement operations with emphasis on changes;
  - 3. Functions of the Department in the local criminal justice system;
  - 4. Community policing theories and practices;
  - 5. Use of deadly force;
  - 6. Proper use of discretion and alternatives to arrest;
  - 7. Emergency fire suppression techniques;
  - 8. Collection and preservation of evidence;
  - 9. Cultural awareness;
  - 10. Interview and interrogation techniques;
  - 11. Report writing;
  - 12. Innovative investigative and/or technological methods;
  - 13. Crime prevention theories, practice, and programs;
  - 14. Emergency medical response;
  - 15. Victim/witness rights, policies, and procedures;
  - 16. Special operations and unusual occurrence contingency plans;
  - 17. Hazardous materials incident response;
  - 18. Records system procedures and requirements; and
  - 19. Leadership.
- B. Retraining is designed to enhance a basic knowledge base and provide supplemental guidance on advances, changes, and improvements in the criminal justice community. The Department training may be conducted in-person during quarterly in-service training, via video, or online.

### **33.5.2 SHIFT BRIEFING TRAINING**

The following governs procedures for training provided during shift briefing:

- A. Shift briefing sessions may include providing training sessions of short duration. Field supervisors shall be primarily responsible for identifying areas of training need or interest for their subordinates adaptable to roll call training and will conduct such training on a timely basis. The Captain of Field Services, Patrol Lieutenant, and Investigative Services Captain may occasionally assign specific roll call training topics. The Training Unit may plan and provide resources for roll call training periodically.
- B. Persons who conduct roll call training shall utilize teaching techniques that best meet the needs of the personnel taught; these may include the following:
  - 1. A small group discussion of a problem or issue with the instructor as the discussion leader;
  - 2. Demonstration;
  - 3. An analysis of realistic cases involving problems or issues (the case study is used mainly to develop problem-solving and decision-making skills);
  - 4. A formalized, structured criticism of actual performance, usually held after a practical exercise or other event;
  - 5. A lecture technique that depends almost exclusively on a one-way flow of communication from teacher to students;
  - 6. Peer teaching in which a student who has successfully completed a portion of training instructs other students who are still learning that portion of training; and/or
  - 7. Role playing.
- C. Although the basic recruit training academies are not directly involved in roll call training, they may be used as a resource for instructional materials and bulletins, films and videotapes, and lesson plans and programs.
- D. Personnel who develop and present roll call training should be those who are familiar with, and knowledgeable about, the current issues and/or topics addressed.
- E. Officers should be encouraged to give written or verbal evaluations of the training material immediately following the training. Memos and comments should be forwarded, via the chain of command, to the shift supervisor and the Training Unit.
- F. Department personnel may provide specific training during shift briefings. Information on the training topic and instructor should be provided to the Training Unit for record keeping. Lesson plans must be generated for all in-house training. Instructors will submit lesson plans to the Training Unit for approval at least 30 days prior to presenting the material contained in the lesson plans

### **33.5.3 ACCREDITATION FAMILIARIZATION**

The following shall govern training on the accreditation process for all agency personnel:

- A. To ensure that all employees are familiar with the accreditation process (as set forth by the Commission on Accreditation for Law Enforcement Agencies [CALEA]) and what it entails, training will be conducted which will emphasize the importance of accreditation to the organization. This familiarization training will address the following topics:
  - 1. The history and background of law enforcement accreditation efforts and the Department's involvement in the process;
  - 2. The accreditation process;
  - 3. The goals and objectives of accreditation; and
  - 4. The advantages of accreditation and its impact on the Department.
- B. Familiarization with the accreditation process will be provided as follows:
  - 1. To all newly hired personnel within 30 days after their employment begins or within 30 days after completing the recruit academy;
  - 2. To all personnel prior to an on-site assessment.
- C. Familiarization with the accreditation process may be achieved by:
  - 1. Classroom instruction;
  - 2. Newsletters;

3. Memoranda; and/or
4. Periodic attendance by command staff at CALEA conferences or meetings.

### **33.5.4 ACCREDITATION MANAGER TRAINING**

The following requires that Department employees assigned to the position of Accreditation Manager receive specialized accreditation manager training:

- A. Employees assigned to the position of Accreditation Manager shall receive specialized Accreditation Manager training within one year of being appointed.
- B. The Accreditation Manager should attend, if fiscally possible, at least one CALEA conference each calendar year.

### **33.5.5 SPECIALIZED TRAINING REQUIRED**

The following identifies the assignments for which specialized training is required:

- A. Specialized training is designed to provide skills, knowledge, and ability in addition to those taught in either basic or other in-service programs. Specialized training may also address supervisory, management, and/or executive development training. Specialized training provided to Department personnel will incorporate the following performance objectives:
  1. Development and/or enhancement of the skills, knowledge, and relevant abilities for the particular position or assignment;
  2. Identification of the management, administration, supervision, personnel policy, and/or support services associated with the position or assignment;
  3. Provisions for supervised on-the-job training, whenever practicable;
  4. Knowledge of the Department policies, procedures, rules and regulations that specifically impact on the position or assignment; and
  5. Performance standards of the function or component.
- B. Certain specialty assignments require certification training by law. Other specialty assignments require additional training according to sound management practices. Consequently, specialized training will be provided for, but not limited to, the following positions:
  1. Fire Investigator; 40 hours of initial training
  2. Bicycle Officer; 40 hours of initial training and certification through an IPMBA mountain bicycle officer course
  3. Intoximeter Operator; 24 hours of initial training and licensure by the WI DOT Chemical Test Section with re-training and licensure every two years
  4. Canine Handler; refer to canine directives for training information
  5. Intelligence Officer; 8 hours of initial training
  6. Vehicle Contacts Instructor; 24 hour certification through the WI Law Enforcement Standards Board and an 8 hour unified tactic update every two years
  7. Defensive Tactics Instructor; 80 hour certification through the WI Law Enforcement Standards Board and an 8 hour unified tactic update every two years
  8. Instructor Development; 40 hour through the WI Law Enforcement Standards Board
  9. PTO/CTO/STO; 40 hours of initial training and annual refresher
  10. Firearms Instructor; 40 hour certification through the WI Law Enforcement Standards Board and an 8-hour unified tactic update every two years
  11. Evidence Technician; 40 hours of initial training through WI DOJ approved course
  12. Emergency Vehicle Operations Instructor; 40 hour certification through the WI Law Enforcement Standards Board and an 8-hour unified tactic update every two years
  13. Background Investigator; 4 hour initial training and refreshers provided as needed
  14. Radar Instructor; 40 hours of instructor training through a NHTSA certified course
  15. Laser Instructor; 24 hours of instructor training through a NHTSA certified course
  16. Crowd Control Instructor; 40 hours of instructor training
  17. Police Extrication Response Unit; 8 hours of initial training
  18. Technical Traffic Crash Investigator; 40 hours of initial training through the WI State Patrol or Northwestern University Center for Public Safety
  19. Death Investigator; 40 hour initial training through a Department of Justice approved course
  20. Drug Recognition Expert; 90 hours of training through NHTSA for certification and an 8 hour refresher every year
  21. Accreditation Manager; 32 hours of training at a CALEA conference, including initial accreditation manager training, and a refresher annually

22. Professional Communication Skills Instructor; 24 hour certification through the WI Law Enforcement Standards Board and an 8 hour unified tactic update every two years
23. Motorcycle Officer; 80 hour certification through Northwestern University Center for Public Safety and completion of a yearly in-service
24. Motorcycle Officer Instructor; 120 hours certification through Northwestern University Center for Public Safety
25. TASER instructor; 24 hours of instructor training through TASER International and a 16 hour recertification every 2 years
26. Computerized Voice Stress Analyzer operator; 40 hour certification and 24 hour recertification every three years
27. Narco Pouch/Drug Identification Instructor; 8 hour initial certification
28. PBT/FST calibrator; 2 hours initial training and licensure by the WI DOT Chemical Test Section with re-training and licensure every two years
29. CPR/AED Instructor; 8 hours instructor class through American Heart Association and a 4-hour recertification every two years
30. T.I.M.E. system; 4 hours initial certification and a 2-hour recertification every two years

C. Supervised on the job training will be provided if applicable to any assignment requiring specialized training.