



UW-Madison Police Department

Policy: 33.5

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

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

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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, mental health, bias based policing, 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 and/or via electronic means.

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. 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, various types of media, and lesson plans and programs.
- C. 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.
- D. 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.
- E. Shift briefing training for all department divisions shall be documented in the form(s) that is available to all department staff via electronic means. Completed forms shall be forwarded to the Training Sergeant or designee. The Training Sergeant or designee shall maintain an electronic record of all shift-briefing trainings completed.
- 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 is responsible for providing appropriate training to other agency personnel assigned to the accreditation process.
- C. 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, while other specialty assignments require additional training. Specialized training (including initial and ongoing in-service requirements, if required) will be provided for, but not limited to, the following positions:
 - 1. Fire/Arson Investigator; Initial certification through a nationally recognized fire/arson investigator course and yearly training through state offered courses, when available.
 - 2. Bicycle Officer; refer to Department Directive 41.8 Bike Unit
 - 3. Canine Handler; refer to Department Directive 41.9 Canine Unit
 - 4. Vehicle Contacts Instructor; Initial Certification through a state mandated training course and a unified tactic update every two years
 - 5. Defensive Tactics Instructor; Initial Certification through a state mandated training course and a unified tactic update every two years
 - 6. Instructor Development; Initial Certification through a state mandated training course
 - 7. PTO/CTO/STO; initial certification through a department approved course hosted by an internal master instructor and refresher training every year
 - 8. Firearms Instructor; Initial Certification through a state mandated training course and a unified tactic update every two years
 - 9. Evidence Technician; ; Initial Certification through a state mandated training course
 - 10. Emergency Vehicle Operations Instructor; Initial Certification through a state mandated training course and a unified tactic update every two years
 - 11. Radar Instructor; Initial Certification through a state mandated training course
 - 12. Laser Instructor; Initial Certification through a state mandated training course
 - 13. Police Extrication Response Unit (PERU); initial training provided by internal instructors who have completed FEMA Field Force Extrication Training or have a minimum of 2 years' experience on the PERU Team and refresher training every two years
 - 14. Drug Recognition Expert; initial certification through a state mandated training course and refresher training every year
 - 15. Professional Communication Skills Instructor; Initial Certification through a state mandated training course and a unified tactic update every two years
 - 16. Motorcycle Officer; refer to Department Directive 41.7
 - 17. Motorcycle Officer Instructor; Initial certification through nationally recognized motorcycle instructor training course
 - 18. TASER instructor; initial certification through TASER International and recertification every 2 years
 - 19. Narco Pouch/Drug Identification Instructor: Initial NARCO Pouch required training and refresher training every 2 years and 2 years of experience with Drug Identification, Interview and/or Investigative Techniques
 - 20. COMMIT Team: refer to Department Directive 46.9
 - 21. Personal Protection Team (PPT): refer to Department Directive 46.8
 - 22. Honor Guard: refer to Department Directive 41.10

23. PBT/FST calibrator; initial certification and licensure through WI DOT Chemical Test Section with re-training and licensure every two years
24. CPR/AED Instructor; Initial required training through American Heart Association. Instructor refresher update course every five years and instructors must teach four CPR/AED classes every two years. Instructor monitor by training center faculty every two years.

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