



UW-Madison Police Department

Policy: 33.5

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

EFFECTIVE DATE: 06/01/10

REVISED DATE: 05/30/17; 10/17/18; 10/3/19

REVIEWED DATE: 11/01/14

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 UW-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

- A. The Department shall schedule regular, mandatory training sessions for both sworn and non-sworn personnel.
- B. All sworn personnel shall be required to complete retraining annually in legal updates, mental health, bias free 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.

33.5.2 SHIFT BRIEFING TRAINING

- A. Shift briefing sessions include providing training sessions of short duration. Field Services supervisors shall be primarily responsible for identifying areas of training need or interest for their subordinates adaptable to shift briefing training and shall conduct such training on a timely basis. The Captain of Field Services, Patrol Lieutenant(s), and Investigative Services Captain may occasionally assign specific shift briefing training topics. The Training Unit may plan and provide resources for shift briefing training periodically.
- B. Personnel who develop and present shift briefing training should be those who are familiar with, and knowledgeable about, the current issues and/or topics addressed.
- C. Supervisors should encourage staff 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.
- D. Shift briefing training for all department divisions shall be documented in the form(s) that are available to all department staff via electronic means. Instructors shall submit training materials for review and/or approval to the training Sergeant prior to the training. Completed forms and associated training materials, 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 and associated training materials.

E.

33.5.3 ACCREDITATION FAMILIARIZATION

- 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 shall be conducted which shall emphasize the importance of accreditation to the organization. This familiarization training shall 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 shall 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.

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 shall 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) shall 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.
 25. Marine Officer (sworn); WI Department of Natural Resources approved boater safety course, department approved swim familiarization and test, close quarters and open water driver instruction, annual department approved Marine Officer in-service
- C. Supervised on the job training shall be provided if applicable to any assignment requiring specialized training.