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# UW-Madison Police Department

**Policy: 33.6**

**SUBJECT: NON-SWORN TRAINING**

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

**REVIEWED DATE: 11/01/14**

**REVISED DATE: 02/15/17; 07/18/18**

**STANDARD: CALEA 33.7.1, 33.7.2**

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**POLICY:**

The University of Wisconsin–Madison Police Department shall establish a system to ensure that non-sworn personnel employees receive the necessary training for their job assignments.

**DEFINITIONS:**

“Job-related” refers to a procedure, test, or requirement either predictive of job performance or indicative of the work behavior expected or necessary in the position.

**PROCEDURE:**

**33.6.1 NEWLY APPOINTED NON-SWORN PERSONNEL**

The following requires all newly appointed personnel to receive orientation information:

- A. The Department provides a formal orientation program for all newly appointed employees. All newly-appointed personnel shall receive information regarding the role of the Department, purpose, goals, policies, procedures, working conditions and regulations, and responsibilities and rights of employees.
- B. The Professional Standards Lieutenant or designee is responsible for scheduling the orientation elements and assigning individuals to be accountable for each training session.

**33.6.2 PRE-SERVICE AND IN-SERVICE TRAINING REQUIREMENTS FOR NON-SWORN PERSONNEL**

The following identifies the pre-service and in-service training which is required for non-sworn positions:

- A. Non-sworn employees shall be trained to meet the requirements and responsibilities specified in their respective job descriptions. These tasks have been predetermined to be job related. Pre-service and in-service training should stress not only the skills necessary to perform technical job aspects, but also the importance of the link they provide between citizens and the Department.
- B. Due to the nature of some civilian positions, specialized training may be necessary prior to the employee assuming the responsibilities of the position. The following civilian positions shall require a level of pre-service training commensurate with position responsibilities:
  - 1. Law Enforcement Dispatch Supervisor: TIME system certification.
  - 2. Security Supervisor: Security officer training.
  - 3. Lake Rescue and Safety Supervisor: Wisconsin Boater’s Safety Course Certificate.
- C. All non-sworn employees shall receive initial training in Department computer systems, the accreditation process, and records processes.
- D. Non-sworn personnel may receive training during scheduled in-service sessions, on-the-job or field training, other agency presentations, or other standardized training sessions.
- E. Security officers are scheduled for two in-service training sessions each year, at minimum. In-service topics should include but not be limited to defense tactics, communication skills, report writing, crime prevention, and problem solving.
- F. Law Enforcement Dispatchers are scheduled for one in-service training session each year, at minimum. In-service topics should include but not be limited to problem solving, dealing with crises, and effective communication.

G. All employees shall receive bloodborne pathogens training upon hire and annually thereafter and CPR&AED training every two years.