



# University of Wisconsin–Madison Police

**Policy: 33.6**

**SUBJECT: NON-SWORN TRAINING**

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

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**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 Personnel 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. Non-sworn civilian positions include, but are not limited to:
  - 1. Emergency Services Coordinator
  - 2. Health Sciences Security Officer
  - 3. Health Sciences Security Officer Lead
  - 4. Information Systems Network Support Technician
  - 5. Manager of Information Systems
  - 6. Operations Program Associate
  - 7. Police Communications Operator
  - 8. Police Communications Supervisor
  - 9. Program Assistant Advanced Confidential
  - 10. Security Officer 4
  - 11. Security Supervisor
  - 12. University Business Specialist
- C. 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. Police Communications Supervisor: TIME system certification.
  - 2. Security Supervisor: Security officer training.

- D. All non-sworn employees shall receive initial training in Department computer systems, the accreditation process, and records processes.
- E. 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.
- F. 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.
- G. Police communications operators 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.
- H. All employees shall receive bloodborne pathogens training upon hire and annually thereafter and CPR&AED training every two years.