

Appendix E

Training

DEFINITIONS

- Immediate: Training which is required within two years of appointment to provide basic skills necessary to the position.
- Acquired: Training which is beneficial to both employee and Department and may be obtained over time.
- Specialty: Training which provides skills for a Departmental need but is only required of a select number (i.e. one or more individuals).

REVIEW OF IMMEDIATE AND ACQUIRED REQUIRED TRAINING

The Training Unit will annually review the Immediate and Acquired training lists for each position. This review process should take advantage of a cross-section of available resources to aid in making decisions. For example, the opinions of people in the respective positions, the judgment of immediate supervisors of the positions, and guidance from the administrative staff may be used to provide valuable counsel in the review and assessment process. If needed, a committee or committees may be impaneled to assist in this review.

Supervisors are encouraged to make and/or forward recommendations for adjustments to the required training lists to the Training Unit. This input is sought throughout the year and not just at the time of the mandated arbitrary annual review date. These suggested changes are to be accompanied by a written explanation justifying the requested change.

Appendix E

ALL EMPLOYEES

Immediate

CPR/AED

Ethics

Mental health training

Blood borne Pathogens

University Response Plan

POLICE OFFICER

Immediate

Basic police recruit training or equivalent certification

Police training process

Police Traffic RADAR training

IT Network

Preliminary Breath Test

Tactical Casualty Combat Care

Less and non-lethal weaponry

Crowd control

Basic Drug ID & testing

Basic Police Interviewing

Personal Protective Equipment

ICS 100, 200 and 700 (NIMS)

Consular Notification

Temporary Detention Monitoring

TIME/MDC

Acquired

Police Traffic LASER

Basic police photography

Advanced sexual assault investigation training

Crime prevention

Basic traffic crash investigation

Officer survival

Interpersonal skills

P.O.P. and/or C.O.P.

Detective Bureau training

Drug interdiction

Intoximeter

Basic Threat Assessment

Specialty

Police Training Officer Instructor

Evidence technician

All Specialty Unit training

Unified Tactics Instructor

Instructor Development

POLICE DETECTIVE

Immediate

All immediate and variety of acquired skills of Police Officer

Advanced interview and interrogation skills

Evidence technician and processing

Appendix E

Photography

Case presentation

Employment background investigations

Acquired

Case management and court process skills

Juvenile Law - Criminal Law Review - Legal Update

Crime scene reconstruction

Surveillance techniques

Communication and media skills

Death Investigations

Specialty

Investigation of:

 Sensitive crimes

 White collar crimes

 Fire and arson crimes

 Drug and narcotic crimes

 Computer crime

 Terrorism related events

Threat assessment

Handwriting analysis

Voice Stress Analysis operation

Fingerprint identification and classification

Dignitary protection

Intelligence gathering

POLICE SERGEANT

Immediate

Police Officer or Detective base skill level

Three (3) State-mandated supervisor programs

One or two-week police supervisor program

Basic Budgeting

ICS 300 and 800 (NRP)

Media Expeditor

Acquired

Police management long school

Specialty

Training which suits the assignment; i.e. health care security, crime prevention, PTO supervisor.

Instructor or specialized training that fits a Department need

POLICE LIEUTENANT, CAPTAIN, CHIEF

Immediate

Police base and Sergeant or Detective base

State-mandated supervisor training, 3 courses

Advanced Labor Management Certification program

ICS 400

Police Management Long Course; i.e.

 Northwestern Traffic Institute, 10-week Staff and Command School

 Southern Police Institute - University of Louisville

Appendix E

Acquired

Specialty for assignment

Management Oriented Course

FBI National Academy

PERF's Senior Management Institute Program

Examples of specialty conferences, seminars and workshops that may be beneficial to the Department:

Communication and Media Skills

Community-Oriented Policing

Problem-Oriented Policing

Management Workshops and Seminars from UW-Madison

IACP Sponsored Seminars (various topics)

PERF Sponsored Seminars (various topics)

Annual Conferences:

IACP National Conference

IACLEA National Conference

NAWLEE National Conference

PERF National Conference

FBI NAA Regional Conference

Big 10 Police Chief's Conference

International Association of Women Police

State and Local Conferences:

Wisconsin Chiefs of Police

IACLEA Regional Conference

Wisconsin IACLEA Spring and Fall Conference

FBI NAA State Conference

Wisconsin Association of Women Police State Conference

Wisconsin Attorney General's Conference

Dane County Chief's of Police

LAW ENFORCEMENT DISPATCHER

Immediate

TIME Certification (Part I & II) * State-mandated

Basic Telecommunicator Training (40 hrs.)

Temporary Detention Monitoring

ICS 100, 200 and 700 (NIMS)

Acquired

Critical incident management

Active shooter training for dispatchers

Advanced Telecommunicator Training (24 hrs.)

Stress Management

Andover training

Specialty

Communications Training Officer Program

Public Education

Validation training

POLICE COMMUNICATIONS SUPERVISOR

Appendix E

Immediate

TIME Certification (Part I & II) (or certification)
Basic Telecommunicator Training (40 hrs.)
Three UW-mandated training programs
 Decision Making and Problem Solving
 Effective Communication
 Effective Supervision
Basic Police Supervisor program, 1 or 2 weeks
ICS 100, 200, 300, 700 (NIMS), and 800 (NRP)

Acquired

Advanced Labor Management
Communications Training Officer and Supervisor
TIME System Training Coordinator
PSAP Supervisor Courses
QRep
Police management long school

Specialty

Instructor development
Appropriate conferences and training seminars
Open Records Law in Wisconsin
Clery Act Reporting

SECURITY OFFICER 3

Immediate

Professional Communication Skills
Report Writing
Defense tactics (including OC)
Hazardous materials
Blood borne pathogens
P.O.P/C.O.P.
Campus Access Control
First Aid
ICS 100, 200 and 700 (NIMS)
Continuum Basics

Acquired

Radiation training
Physical Security - Crime Prevention

Specialty

Instructor training
Crime Prevention through Environmental Design

HEALTH SCIENCES SECURITY OFFICER 3

Immediate

Professional Communication Skills
Report Writing
Defense tactics (including OC)
Hazardous materials
P.O.P/C.O.P.

Appendix E

Campus Access Control
First Aid
ICS 100, 200 and 700 (NIMS)
Continuum Basics
Radiation Safety
MRI Safety
Pegasys Basics
HIPPA Regulations
University Response Plan

Acquired

Physical Security - Crime Prevention

Specialty

Instructor training
Crime Prevention through Environmental Design

HEALTH SCIENCES SECURITY OFFICER-LEAD

Immediate

HSC Officer Immediate
Emergency Room Training
Department of Corrections High Risk Procedures
Security Training Officer

Acquired

Occupant Emergency Plans
Physical Security - Crime Prevention

Specialty

Crime Prevention through Environmental Design
Instructor training

SECURITY SUPERVISOR I

Immediate

Security Officer Base
Three (3) State-mandated supervisor programs
Training Officer-Supervisor
Community crime prevention

Acquired

Public speaking
Advanced Labor - Management Training

Specialty

Crime Prevention through Environmental Design
Training which suits the assignments, i.e. health care security, crime prevention
Instructor training

OPERATIONS PROGRAM ASSOCIATE

Immediate

Microsoft Office Suite

Appendix E

Acquired

Open Records
Records Management System

Specialty

Uniform Crime Reporting
Purchasing
CAD
Qrep
Skills Manager
Training which suits the assignment

PROGRAM ASSISTANT-ADVANCED CONFIDENTIAL

Immediate

Microsoft Office Suite
Procurement Card
Travel Expense Reports
Professional Writing
Purchasing

Acquired

Adobe In-Design
Photoshop

Specialty

Appropriate conferences and training seminars

UNIVERSITY BUSINESS SPECIALIST

Immediate

UW Payroll System training
Accounting Control/Ledger training
Purchasing
Budget
HR training to include staffing and classification
Benefits

Acquired

Open Records

Specialty

Appropriate conferences and training seminars

INFORMATION NETWORK SPECIALIST

Immediate

Microsoft Office Suite
H.T.E. System
IBM AS/400
LAN Server

Acquired

Open Records Law

Appendix E

Specialty

Cellular Technological Services

Mobile and Evidentiary Video Solutions

Training which suits the assignment; i.e. IACP Technology Conference, H.T.E. Local and National Users Conferences, and appropriate conferences and training seminars

Instructor training

MANAGEMENT INFORMATION SPECIALIST

Immediate

Microsoft Office Suite

H.T.E. System

IBM AS/400

LAN Server

Acquired

Open Records Law

Specialty

Instructor training

Training which suits the assignment; i.e. IACP Technology Conference, H.T.E. Local and National Users Conferences, and appropriate conferences and training seminars

COMMUNICATIONS SPECIALIST SENIOR (PIO)

Immediate

BASIC Public Information Officer Training

Acquired

Advance Public Information Officer

Social Media, the Internet, and Law Enforcement (SMILE) Conference

Social Media Marketing World Conference

Specialty

FEMA Advanced Public Information Officer

FEMA Master Public Information Officer Program

EMERGENCY SERVICES COORDINATOR

Immediate

Microsoft Office Suite

COOP Certification Training

Exercise Design and Evaluation

ICS 100, 200, 300, 400, 700 (NIMS), and 800 (NRP)

Emergency Operations Center (EOC)

Emergency Management

Acquired

Public speaking

Grant Writing

Critical Incident Management

Purchasing

ICS Train-the-Trainer

Specialty

Appendix E

Instructor training

Training which suits the assignment; i.e. Governor's Homeland Security Conference, Emergency Management Conference, and appropriate conferences and training seminars

Re-written 06/10

Revised 12/11

Reviewed 11/14

Revised 07/17

STANDARD: IACLEA 17.2.1