

## 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.

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### **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

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

Light Detection and Ranging (LIDAR)

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

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Evidence technician and processing  
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

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Southern Police Institute - University of Louisville

### 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

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### **POLICE COMMUNICATIONS SUPERVISOR**

#### 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

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Defense tactics (including OC)  
Hazardous materials  
P.O.P/C.O.P.  
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

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**OPERATIONS PROGRAM ASSOCIATE**

Immediate

Microsoft Office Suite

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

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### LAN Server

#### Acquired

Open Records Law

#### 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

### **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

Instructor training

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

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