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
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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
QRRep
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.
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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
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**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**
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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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