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
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
Appendix E

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
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
Appendix E

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
Appendix E

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
Appendix E

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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