



UW-Madison Police Department

Policy: 33.2

SUBJECT: ACADEMY PARTNERSHIPS & DEPARTMENT INSTRUCTORS

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STANDARD: CALEA 33.2.3, 33.2.4

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POLICY:

The UW- Madison Police Department shall develop partnerships with training academies and require instructors assigned to the training function be trained prior to assuming teaching responsibilities.

DEFINITIONS:

“Academy” refers to a training program approved by the Wisconsin Training and Standards Law Enforcement Standards Board (LESB), for recruit police officers. The WI LESB establishes the length of training, course curriculum, and certification standards and procedures.

PROCEDURE:

33.2.1 ACADEMY PARTNERSHIP

- A. The Training Unit shall maintain a close liaison with the staff of the academy, keeping channels of communication open in order to monitor the progress of recruits and provide input to the academy training program.
- B. The Department shall make available to the training academy its facilities, staff, instructors, and resources when the Training Unit determines that to do so would enhance the training efforts of all concerned and the request shall not lessen the training efforts of the Department. The Department’s financial obligation to the academy is limited to the payment of tuition and, if applicable, room and board charges.
- C. During participation in an approved academy, recruit officers are expected to follow the rules and regulations of the recruit academy, as well as those of the Department. The Training Sergeant shall act as a liaison to the recruit academy to formally investigate, address and document any problems regarding a recruit officer that may arise.
- D. Testing results and evaluation forms completed by the recruit academy shall be forwarded to the Assistant Chief(s) and Field Services Captain for review. These records should then be retained in the officer’s training file.
- E. The department’s liability policies are applicable for any training-related physical injury of any Department member at the recruit academy.
- F. The academy shall be responsible for the administration of the prescribed training programs and provide for the fair and nondiscriminatory testing of each student. Liability for said administration shall be the responsibility of the academy.

33.2.2 DEPARTMENT ORIENTATION FOR RECRUITS

- A. The Department provides a formal orientation program for recruit officers in addition to the instruction provided at the training academy. The orientation program is completed prior to the start of formal training. The program includes training in an introduction to Department policies, procedures, rules, and regulations.
- B. Additional training on Department policies, procedures, rules, and regulations shall take place upon the completion of the academy and throughout the police training process.

33.2.3 DEPARTMENT INSTRUCTORS

- A. Personnel assigned to serve in a specialty assignment as department instructors shall be provided training prior to assuming teaching responsibilities as outlined in department directive 33.5. Such training should be periodically updated and structured to meet any identified instructional problems.
- B. For law enforcement related topics, the Department shall utilize instructors who meet or exceed Law Enforcement Standards Board requirements. Instructors are utilized at the discretion of the Department.
- C. Personnel assigned as instructors shall receive training to include at a minimum, lesson plan development, performance objective development, instructional techniques, testing and evaluation techniques, and resource availability and use.
- D. Each instructor discipline shall have a designated coordinator, commander, and subject matter expert and is referenced in Appendix F Instructor Discipline Chain of Command.
- E. Instructors shall not allow their instructor certification to lapse without written approval from an Assistant Chief(s) or higher. Primary responsibility for maintaining certification rests with each individual instructor.
- F. The Training Sergeant or designee shall maintain a current list of instructors and certification expiration dates. Quarterly checks of instructor status shall be completed by the Training Sergeant or designee to ensure credentials are current.