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# UW-Madison Police Department

**Policy: 33.6**

**SUBJECT: NON-SWORN TRAINING**

**EFFECTIVE DATE: 06/01/10**

**REVISED DATE: 02/15/17; 07/18/18; 08/21/19; 11/11/20**

**REVIEWED DATE: 11/01/14; 06/22/21**

**STANDARD: CALEA 33.7.1, 33.7.2**

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## **POLICY:**

The UW-Madison Police Department shall establish a system to ensure that non-sworn personnel employees receive the necessary training for their job assignments.

## **DEFINITIONS:**

“Job-related” refers to a procedure, test, or requirement either predictive of job performance or indicative of the work behavior expected or necessary in the position.

## **PROCEDURE:**

### **33.6.1 NON-SWORN PERSONNEL NEW HIRE REQUIREMENTS**

- A. The Department provides a formal orientation program which is required for all new hires. All new hires shall receive information regarding the role of the Department, purpose, goals, policies, procedures, working conditions and regulations, and responsibilities and rights of employees.
- B. The Executive Director of Recruitment, Diversity and Inclusion or designee is responsible for scheduling the orientation elements and assigning individuals to be accountable for each training session.

### **33.6.2 PRE-SERVICE AND IN-SERVICE TRAINING REQUIREMENTS FOR NON-SWORN PERSONNEL**

- A. Non-sworn employees shall be trained to meet the requirements and responsibilities specified in their respective job descriptions. These tasks have been predetermined to be job related through the selection process.
- B. Due to the nature of some civilian positions, specialized training may be necessary prior to the employee assuming the responsibilities of the position. The following civilian positions shall require a level of pre-service training commensurate with position responsibilities:
  - 1. Law Enforcement Dispatch Supervisor: TIME system certification.
  - 2. Security Supervisor: Security officer training.
  - 3. Lake Rescue and Safety Supervisor: Wisconsin Boater’s Safety Course Certificate.
  - 4. Emergency Services Coordinator (ESC): Integrated Public Alert & Warning System (IPAWS) IS 247
- C. All non-sworn employees shall receive initial training in Department computer systems, camera system, the accreditation process, and records processes.
- D. Non-sworn personnel may receive training during scheduled in-service sessions, on-the-job or field training, other agency presentations, and/or other standardized training sessions.
- E. Security officers are scheduled for in-service training each year.
- F. Training Unit Coordinators referenced in Appendix F shall provide all training documentation to the Training Sergeant or designee.
- G. The Training Sergeant is responsible for ensuring all required trainings are completed in accordance with all applicable state statutes, federal and state regulations and department directives.
- H. All employees shall receive blood borne pathogens training upon hire and annually thereafter and CPR&AED training every two years.