



MIDDLETON POLICE DEPARTMENT

DATE
September 9, 2013

POLICY
12.2.01

SUBJECT: **Employee Training**

REVIEWED
July 23, 2018

Refer to: [165.85\(4\)\(bn\)1](#)

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[WILEAG \(5th Ed.\) Standards: 12.2.1; 12.2.2; 12.2.3; 12.2.5; 12.2.6 \(12.2.6.1, 12.2.6.2\); 12.2.7; 12.2.8; 12.2.9](#)

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PURPOSE & POLICY

The department recognizes the need for an effective training system. Well trained personnel are generally better prepared to act decisively and correctly in a broad spectrum of situations resulting in greater productivity and efficiency. The purpose of this policy is to establish guidelines for employee training. It is the policy of the Middleton Police Department that all personnel shall attend mandated training as required to maintain certifications. In addition, the department will attempt to send personnel to that training deemed appropriate to the employee’s responsibilities, and provide knowledge and skill development to all personnel whenever possible.

PROCEDURE

New Employee Orientation

All newly hired employees shall be provided an orientation period where their role, responsibilities, duties, working conditions and rights are discussed. They shall also be provided with their job description, relevant manuals associated with their position, access to the policy manual and other relevant reference material, and collective bargaining agreement if applicable.

Dispatchers shall work under the close supervision of a CTO or supervisor until completing the department's formal Communications Training Officer Program (CTO). (Please see CTO Policy).

All sworn officers shall satisfactorily complete the Wisconsin law enforcement officer preparatory training or the Wisconsin Department of Justice, Training and Standards Bureau Reciprocity Examination, prior to any assignment in which the officer is allowed to carry a weapon or is in a position to make an arrest (other than while involved in the department's formal field training program). Newly sworn officers shall work under the close supervision of an FTO or supervisor until completing the department's formal Field Training Officer Program. (Please see FTO Policy). Sworn officers will receive additional core training including basic drug testing, radar, laser, MDT, PBT, and Intoxilyzer certifications.

Inservice Training

To augment previous training and skills, and to meet LESB mandates, all sworn personnel shall complete at least 24 hours of annual training, including 4 hours of EVOC training biennially, as required by State Statute [165.85\(4\)\(bn\)1](#). Dispatchers and other employees shall receive training as available and appropriate to maintain certifications and enhance competency in the duties and responsibilities of their positions. Inservice training may include, but is not limited to:

- A. New Laws/Ordinances (legal update)
- B. Technological Improvements
- C. Policy/Procedure Changes
- D. Ethics and Integrity
- E. Use of Force
- F. Firearms and Weapons
- G. EVOC
- H. DAAT
- I. Traffic Enforcement & Accidents
- J. Critical Incidents
- K. Victim/Witness Rights
- L. Juvenile Procedures
- M. Community Policing and Problem Solving
- N. Gangs
- O. Drug and Alcohol Enforcement
- P. Domestic Violence
- Q. Cultural Influences/Diversity
- R. Interview and Interrogation
- S. Criminal Investigation Topics
- T. Evidence
- U. Policing Strategy

Specialized Training

Specialized training is an advanced level of instruction in an area of interest and specialization. Employees may receive specialized training, consistent with department objectives, to improve skills, knowledge, and ability in an area, and when promoted or assigned to a new or specialized

position. Examples of specialized training include Basic Investigator Academy, Evidence Technician, FTO, CTO, Motorcycle Officer, Instructor, and First-Line Supervisor.

A professional development course is an academic program or advanced course of instruction designed to expand the management skills and professional competence of personnel who have demonstrated leadership capabilities. Supervisory and Management Personnel may be afforded opportunities to attend professional development courses including Leadership in Police Organizations, Wisconsin Command College, Northwestern University School of Police Staff and Command, and the FBI National Academy.

Tactical/Negotiator Training

The department does not have a tactical and/or negotiation team, nor does it appoint personnel to another agency's team. The department may, however, act in support of the Dane County Emergency Response Team. The department is a member of the Joint Special Events Team consisting of members of the Fitchburg, Middleton, and Sun Prairie Police Departments. The Special Events Team was created in order to provide the departments with a resource in the areas of crowd management/control, low to medium risk warrant execution, perimeter security and control, and emergency response team support. Supervisors and officers on the Special Events Team must be able to pass the department physical fitness assessment test biannually. Fitchburg, Middleton, and Sun Prairie Special Events Teams shall train together a minimum of forty (40) hours every year. Additional team training, either collectively or individually, may also take place. (Please see Policy [13.1.2.02 Special Event Team](#).)

Instructor Training

Instructors are designated by the Chief of Police after recommendation by the Training Coordinator, or FTO Selection Board for FTO's. To be appointed as an instructor, an employee must demonstrate a combination of educational attainment, occupational experiences and instructional proficiency in the subject area. First Aid and CPR/AED Instructors must be credentialed. LESB Instructor Certification or Provisional Certification is required for primary instructors of Defensive and Arrest Tactics (DAAT), Emergency Vehicle Operation and Control (EVOC), Firearms, Principles of Subject Control (POSC), Professional Communication Skills (PCS), Standardized Field Sobriety Testing (SFST) and Vehicle Contacts. FTO's and CTO's shall receive formal training consistent with those programs.

Career Development

The department is committed to providing knowledge and skill development for all employees matching the present and future needs of the department with individual needs and aspirations when possible. The department and employee have a shared responsibility for the employee's development. Career counseling shall be available to all employees through the annual assessment meetings between employees and their supervisors and will cover topics such as performance enhancement, specialization, advancement, and training. Objectives for the next rating period are to be documented in the employee's annual assessment report. These objectives are considered when training becomes available and is assigned. The employee assessment process aside, employees can apply for training coming to their attention at any time

by contacting their supervisor. The department also awards tuition reimbursement, to the extent funds are available, to employees completing college degrees (see Policy 2.4.01).

Upon being promoted or assigned to a specialized position, an employee shall be trained and provided performance expectations for his or her new position. The training shall include:

- A. Skills, knowledge and abilities unique to the position.
- B. Management, administration, supervision, policies and support services related to the position.
- C. Performance standards.
- D. On the job training to complement any class instruction.

Remedial Training

Personnel shall be assigned remedial training when he or she:

- A. Requests remedial training through his or her immediate supervisor and the request is deemed appropriate.
- B. Consistently demonstrates a lack of skill, knowledge, or ability in the performance of job tasks based upon evaluations and/or observations.
- C. Has been counseled or disciplined for conduct, which can be corrected through remedial training.

If a supervisor believes that an employee is in need of remedial training that can be completed by unit personnel, the supervisor shall schedule the training as soon as possible and document the outcome in the employee's service file.

If a supervisor believes that an employee is in need of remedial training that cannot be completed by unit personnel, the supervisor will submit a memo to the Training Coordinator with all supporting information. The Training Coordinator will review the request and, if deemed appropriate, schedule the training as soon as it becomes available. Upon completion of remedial training, test scores, certifications, or other pertinent documents shall be forwarded to the Training Coordinator to be placed in the employee's training file. A copy should also be placed in the employee's service file.

Failure to participate in and successfully complete remedial training may result in disciplinary action up to and including termination.

Records

Individual Training Records

Upon completion of any training, the employee's electronic training record (Acadis) shall be updated to include employee name, date, course title, hours, provider/location, and course ID #. The Acadis program is maintained and located on the Wisconsin Department of Justice WILNet website. Paper certificates and related documents shall be stored in the individual employee's training file in the Administrative Records Room.

MIPD Course Records

The department will maintain a historical file of each training program it conducts, including inservice training. The course file shall contain course title, date(s) of offering, names of

attendees, lesson plans, curriculum content, tests, test results (if any) for individual attendees, and other related documents. The course folder shall be filed in the Administrative Records Room, or within an electronic folder system.

External Course Records

The department will maintain a historical file of each external training program attended or completed by department personnel. The external course file shall contain course title, date(s) of offering, names of attendees, test results (if any), booking and expense documents, course description and other related documents. The external course folder shall be filed in the Administrative Records Room, or within an electronic folder system.

Lesson Plans

Department lead instructors shall submit lesson plans for approval to the Training Coordinator.

The lesson plan shall document the following:

- A. Training type/title/topic.
- B. Training dates and times.
- C. Location of training.
- D. Instructor(s).
- E. Training objective(s).
- F. Instructor equipment/supplies.
- G. Attendee equipment.
- H. Set-up/take down.
- I. Timeline/logistics.
- J. Training rundown/synopsis.
- K. Standards required to successfully complete the training.
- L. Remedial training options.

Post training, lead instructors shall resubmit the lesson plan with supplemental material documenting those in attendance, any deviation from the approved lesson plan, any deviation from the approved standards, tests, tests scores, and a list of attendees who failed to meet standards along with a recommended course of action to correct the deficiencies. Course plans and materials shall be filed in the course folder, which may be electronic.

Training Coordinator

The Training Coordinator shall be designated by the Chief of Police and is responsible for coordination of all departmental training, maintaining records, and monitoring the training budget on an ongoing basis. The Office Manager shall assist the Training Coordinator with booking external training, travel, and lodging, preparing training files, and updating training records.