



3POLICY & PROCEDURE

HOLMEN POLICE DEPARTMENT

SUBJECT:	ANNUAL TRAINING & CAREER DEVELOPMENT	NUMBER:	7.3
		ISSUED:	08/31/2016
SCOPE:	All Department Personnel	REVIEWED:	02/06/2017
DISTRIBUTION:	Policy & Procedure Manual	<input type="checkbox"/> RESCINDS	
		<input type="checkbox"/> AMENDS	
REFERENCE:	WI §165.85(4)(bn)(1)	WILEAG 4 TH EDITION STANDARDS: 12.2.6.1, 12.2.6.2, 12.2.5	

INDEX AS: Annual Training
Career Development

PURPOSE: The purpose of this Policy & Procedure is to describe the Holmen Police Department's approach to continuing training including annual training and establishing a formal career development program that possesses the following objectives:

- To assist all members of the Department in realistically assessing their skills and aptitude for occupational and organizational growth.
- To provide a formal process whereby a member of the Department can specifically identify career objectives, and to the extent that they are otherwise eligible and qualified to receive consideration for training and assignment related to those objectives.
- Disseminate information to all members of the department regarding educational programs and non-department training opportunities that would assist them in pursuing career objectives.
- To set guidelines for job specific training as a result of a promotion, assignment to a specialty position and/or reassignment.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. ANNUAL IN-SERVICE TRAINING
- III. CAREER DEVELOPMENT
- IV. SPECIALIZED TRAINING

I. POLICY

It is the policy of the Holmen Police Department to adhere to the minimum annual training standards for sworn employees established by the State of Wisconsin. Although the majority of Department personnel are generalists the Department seeks to identify and provide appropriate specialized training opportunities for all employees that may be appropriate for career development or those seeking promotion to certain positions.

II. ANNUAL IN-SERVICE TRAINING

- A. Pursuant to WI §165.85(4)(bn)(1) all sworn officers shall complete at least 24 hours of annual re-certification training. Officers who do not complete 24 hours of re-certification training will be subject to de-certification. Officers de-certified by the Wisconsin Training and Standards Bureau may be terminated from the Holmen Police Department.
- B. The intent of annual re-certification training is to meet state-mandated 24-hour training requirements, and augment previous training and skills with current information regarding changes in legislation, advances in technology, revisions in policy, and areas of special interest and skill.
 - 1. The state mandated training referred to above is met when an officer completes in any combination at least 24 hours of:
 - a. State approved in-service training provided by the Department and approved by the police chief; and/or
 - b. Instruction from schools which offer state approved recertification training.
- C. Roll Call training shall be provided and utilized to provide information on items such as new laws, directives, general orders, policies and procedures, amended policies and procedures, new equipment, etc. Roll Call training shall also be used to update officers on officer safety issues and other tactical concerns. Low level DAAT and firearms drills may also be incorporated into Roll Call training as coordinated by an approved Departmental DAAT and Firearms Instructor and supervisors.

III. CAREER DEVELOPMENT

- A. Introduction
 - 1. Career development is a process that is utilized to provide opportunities for individual growth and development at all levels. It is designed to promote productive, efficient, and effective job performance and to improve the overall level of individual job satisfaction. It is through career development that upward mobility of personnel, professional growth, and improved job performance may be enhanced.
 - 2. Career development efforts are distinguished from training efforts in that training is directed at meeting current department needs for basic and

specialized skills and proficiency. Career development addresses the long term needs of members of the department to establish and meet personal goals related to occupational growth and organizational advancement. The department has a legitimate interest in both activities. Whereas training involves more immediate needs and current performance; career development affects motivation, job satisfaction and overall performance of members of the department.

3. While the Holmen Police Department cannot compel an individual to take an active role in their own career development, department personnel are strongly encouraged to take advantage of the available training/educational opportunities.

B. Procedure

1. Although priority must be given to the Department's operational needs, whenever possible, the police chief should, to the extent possible, accommodate employees pursuing education or training on their own time, in their scheduling, provided this is done consistent with the requirements of prevailing law.
2. Whenever department authorization is required for a member to participate in training, even though said training is funded by the member and attended during off duty hours, authorization will be given if the training is consistent with the member's stated career development objectives.
3. The department will not discriminate in training, assignment or promotion of members who have sought employment outside the Department, and when requested by the member involved, will provide references and other information, which may be helpful to another employer considering the employment of a member.

C. Program Authority (12.2.6.1)

1. While all employees are responsible for adhering to the spirit of career development, the police chief has overall program authority and responsibility, which includes the following administrative duties:
 - a. Upon request by an employee, make an assessment of that employee's career objectives and progress made toward attaining them.
 - b. Assist officers in accessing WILENET and other internet based training repositories to review education, training and employment opportunities, which may be of interest to members of the Department
 - c. Assist employees of the Department who choose to pursue education or training on their own time consistent with established department standards and directives.
 - d. Assist employees in identifying and taking an active role in current department training programs.
 - e. Promote career development as beneficial to the Department in terms of improved employee morale and motivation.

D. Career Development/ Information

1. The Chief or designee will make available various career development materials, including higher education options via Department e-mail, Department intranet and postings, which can be located in the patrol area.
2. Employees may wish to refer to the department Guide to Develop and Implement an Individual Career Development.

IV. SPECIALIZED TRAINING (12.2.6.2)

A. Assignment to Specialty Duties

1. Dependent on the type of specialty duty, officers will complete an orientation program designed by the police chief that provides performance expectations for the officer's new duty.
2. Specialized training programs consist of instruction for personnel assigned to new or specialized duty within the Department. In most cases this training must commence or be completed prior to an officer performing tasks for that specialty duty.

Shane Collins
Police Chief

This Policy & Procedure cancels and supersedes any and all previous written directives relative to the subject matter contained herein.

Initial 02/06/2017