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CRAIG POLICE DEPARTMENT Office of Chief of Police General Order

Date Issued: January 15, 1997

Revision Date: April 1, 2009

Subject: Training - Educational Opportunities

Reference: CACP Std. 60.7

TO: ALL PERSONNEL

I. POLICY

This purpose of this policy is to inform employees, elected officials and the general public of the departments training philosophy and procedures for requesting training. Yearly training plans and the allocation of training monies will be focused on our training needs according to the guidelines listed below. The department recognizes the need to adequately train its employees in order to accomplish the department's mission and goals. The Administrative Sergeant will serve as the Training Coordinator.

II. DEPARTMENT TRAINING PHILOSOPHY

The training philosophy is to provide employee training, as much as is practical and as funds allow, according to the following guidelines:

- A. Provide annual employee training that is required according to law and in accordance with sound risk management practices in the areas of: use of force, firearms, criminal law update, NCIC/CCIC computer, civil law update, constitutional law, emergency/defensive vehicle operation, and defensive tactics.
- B. Provide training that the department determines is in the best interest of all employees and/or is in the best interest of one or a specific group of employees. Such as; community oriented policing and problem solving, topic specific instructor training, supervisor training, and skill specific training to an individual or a group of employees.
- C. Provide training in those areas of interest to the individual employee for his/her personal and career development. Examples include accident investigation, narcotics investigation, interview and interrogation, etc.

III. PROCEDURE

- A. The Training Coordinator maintains a current file of all known outside educational opportunities. Employees desiring certain training should contact the Training Coordinator. If an employee identifies a school that he/she feels would be a value to

his/her personal needs, or those of the department, the employee should prepare a training request form.

- B. The request should be given to the Training Coordinator, at which time it will be reviewed and forwarded to the appropriate Division Commander. Final approval will be from the Chief of Police.
- C. Once accepted or rejected, the employee making the request will be notified of the decision. If accepted, it is up to the employee to make all arrangements to attend.
- D. When an employee returns from a school, he/she may be required to furnish the department with any materials of benefit to the organization. The employee may also be required to present a summary of the training in writing, during a department meeting, during roll call, or through a formal training for effected employees.
- E. If more employees' request to attend schools than there is available slots, the Chief of Police will determine those attending.
- F. Patrol Officers, because of their function, are required to become certified, and maintain that certification in certain areas, which include, but not limited to the areas listed below.
 - 1. CPR
 - 2. First Aid
 - 3. Defensive Tactics
 - 4. Intoxilyzer operation
 - 5. Radar Operations
- G. The Training Coordinator will act as liaison with the academy staff for any newly hired recruit officers that are attending an accredited police academy.

Approved by:



Walter K. Vanatta
Chief of Police