

## **DIRECTIVE 33.6 SPECIALIZED IN-SERVICE TRAINING**

<b>Issue Date: 10/07/2020</b>	<b>By Order of Chief of Police</b>
<b>Rescinds: (Issue 06/08/2020) Pages: 5</b>	<b>CALEA Standards Referenced: 33.6.1 &amp; 33.6.2</b>

**This directive consists of the following sections:**

- [33.6.1 Specialized Training](#)**
- [33.6.2 Tactical Team Training Program](#)**

### **POLICY AND PROCEDURE:**

Miami Township Police Department provides training to meet the requirements of job responsibilities as identified by a job task analysis for specialized and supervisory positions.

#### **[33.6.1 Specialized Training](#)**

A list of recommended training, education and developmental courses shall be developed and maintained for specialized and supervisor positions.

Particular courses or elements of training may be identified as recommended training for certain specialized positions and other training may be suggested as optional training.

Specialized training required for certification in a specialized position will be initiated upon the employee's assignment to the position requiring such training. If retraining requirements for the certification are required, they shall be maintained.

Specialized training is intended to enhance skills, knowledge and abilities above and beyond that level taught in either recruit or other in-service programs. Specialized training may address supervisory, management or executive development training and also include technical and job specific topics.

Specialized training shall include the following elements:

- Development and or enhancement of the skills, knowledge and abilities particular to the specialization.
- Management, administration, supervision, personnel policies of operations or support services in each function or component.
- Performance standards of the function or component.
- The department's directives, policies, procedures, rules and regulations specifically relation to the function or component.

- Supervised on the job training.

The following supervisory, specialized or additional duty assignments may require training specific to that position or assignment.

- Chief of Police
- Lieutenant
- Sergeant
- Corporal
- Detective
- Traffic Safety Officer
- School Resource Officer
- DARE Officer
- Crime Prevention/Community Relations/Accreditation Management Officer
- Bike Unit Officer
- Honor Guard Officer
- Assistant to the Chief of Police
- Records Clerk

### *Chief of Police*

#### Recommended Training

- LEAD Clermont
- FBI National Academy

### *Lieutenant*

#### Recommended Training

- School of Police Staff & Command (SPSC)
- Police Executive Leadership College (PELC)
- Case Management (Inv LT)
- Media Relations

#### Optional Training

- FBI National Academy
- Certified Law Enforcement Executive (CLEE)

### *Sergeant*

#### Recommended Training

- First Line Supervision

- Police Executive Leadership College (PELC)
- Internal Investigations

#### Optional Training

- FBI Leadership Course
- Media Relations

#### *Corporal*

#### Recommended Training

- First Line Supervision
- Police Executive Leadership College (PELC)

#### *Detective*

#### Recommended Training

- Criminal Investigations (Multi-Levels)
- Evidence Technician
- Crime Victim's Rights & Responsibilities

#### Optional Training

- Case Management

#### *Traffic Safety Officer*

#### Recommended Training

- Crash Investigation Level 1 & 2

#### Optional Training

- Crash Investigation Level 3
- Crash Reconstruction

#### *School Resource Officer*

#### Recommended Training

- SRO Basic Training
- ALICE

### Optional Training

- Basic Criminal Investigations

### *DARE Officer*

#### Recommended Training

- DARE Basic Training
- SRO Basic Training
- ALICE

### Optional Training

- DARE Junior High Training
- GREAT Basic Training

### *Crime Prevention/Community Relations Officer/Accreditation Manager*

#### Recommended Training

- Crime Prevention Officer Certification
- Crime Victim's Rights & Responsibilities
- CALEA Accreditation Management

### Optional Training

- Basic Criminal Investigations
- ALICE

### *Bike Patrol Officer*

#### Recommended Training

- Police Bicycle Patrol Basic Training

### *Honor Guard Officer*

#### Recommended Training

- Honor Guard Training

### *Administrative Assistant*

#### Recommended Training

- Public Records Management
- Notary Training & Certification
- Records Management Software Training
- LEADS

### *Records Clerk*

#### Recommended Training

- LEADS
- NIBRS
- Public Records Management
- Notary Training & Certification
- Records Management Software Training

### **33.6.2 Tactical Team Training**

Miami Township Police Department personnel selected to participate on the Clermont County Sheriff's Office (CCSO) Special Response Team (SRT) shall participate in all required training sessions.

Personnel shall be excused from regular assignments to attend training if there is a conflict between the two schedules.

The shift supervisor shall release personnel to deploy with the SRT when a notice to deploy has been received.

If possible, the SRT member shall return to duty after a deployment is completed.

After each deployment with the SRT, the Miami Township employee involved shall complete a thorough incident report describing his/her participation in the deployment.