



Sheridan Police Department
Policies and Procedures
6.1 Replaces 410.1
Chapter 6 – Training & Development
Section 1 – Responsibilities, Goals & General Information

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Signature:

The Sheridan Police Department recognizes it has a responsibility to the community to maintain a capable, responsive and professional workforce. The department is aware that its training program is an important aspect in staffing the department with individuals who will serve the community with professionalism, pride and integrity.

6.1.1 Training Responsibility

- A. The Sheridan Police Department command staff is responsible for the administration and coordination of all department training needs. They will identify training needs of the department and set training objectives. They will assign or arrange for instructors and schedule specific training. In order to keep training viable and relevant they will review and evaluate the current training program including input from personnel.
- B. It is the responsibility of every employee to recognize areas in which additional training would benefit his or her performance and career goals.
- C. It is the responsibility of every supervisor to recognize areas in which the employees under his or her command would benefit from remedial or specialized training and to assist that employee in obtaining such training.

6.1.2 Training Goals

The training goals of the department include:

- A. Ensure training meets the operational needs of the department;
- B. Ensure training satisfies individual job knowledge and skill requirements;
- C. Ensure training fosters unity of purpose and cooperation in departmental operations;
- D. Ensure training properly prepares employees to act decisively and correctly in a wide spectrum of circumstances;
- E. Ensure training meets the requirements of the Peace Officers Standards and Training (POST) Commission for continuing education; and
- F. Assists individuals with career development and advancement.

6.1.3 General Training Information

- A. Attendance is mandatory for all employees assigned by the bureau commander to attend department training programs.
 - 1. Employees may be excused from authorized training with approval from the bureau commander for the following conditions:
 - a. Reasonable excuses, such as illness, injury or personal emergency;
 - b. Required attendance in court;

- c. Exigent operational needs as directed by the respective bureau commander.
 2. Unexcused absences at mandatory training may be subject to disciplinary sanctions.
 3. Training missed as a result of excused or unexcused absences shall be made up at the discretion of the bureau commander.
 4. Employees assigned to training are expected to:
 - a. Attend the full period of instruction as scheduled.
 - b. Be attentive;
 - c. Dress appropriately; and
 - d. Be respectful of instructors and others attending class.
 5. Employees that attend outside training that is not a certification must complete and submit to HR within one working day a training evaluation form.
- B. Training Requests
1. Any employee may submit a request for specialized training through the chain of command. A City of Sheridan travel request form will be used for all training requests requiring travel. The chief of police shall have final approval of all training requests.
 2. Supervisors will ensure that training requests do not conflict with adequate staffing of their shift.
 3. Supervisors will ensure that training requests are necessary and appropriate and will benefit both the department and employee.
 4. The Sheridan Police Department encourages its employees to seek higher education through their own initiative and on their own time. Tuition reimbursement through the City of Sheridan may be available for employees. Guidelines can be found in the city's employees handbook.
- C. In-House Training and Lesson Plans
1. The department requires lesson plans for training courses conducted by the agency.
 2. Instructors are responsible for the lesson plan development.
 3. Plans should include:
 - a. A statement of job related performance goals and objectives;
 - b. The content of the training and specification of the appropriate instructional techniques; and
 - c. The method of evaluating or testing students.
 4. Planned training classes will be submitted to the Peace Officer Standards and Training Commission for certification of the course through the office of the chief of police.
- D. Departmental Instructors
1. The department will use qualified competent instructors in each subject area. This may be members of the department or instructors from outside the department that possess the necessary knowledge and abilities in regards to the subject that is going to be taught.
 2. Instructors for the department are selected based upon their skills, knowledge, and abilities in their areas of practice.
- E. Remedial Training / Performance Improvement Plans
1. Remedial training and performance improvement plans are defined as personalized training used to correct a specific job-related deficiency. The department recognizes remedial training as a constructive tool to reinforce, maintain and/or refine an employee's skills, knowledge, and abilities in keeping with the goals and objectives of the department.

2. The need for remedial training is normally identified by a supervisor through performance evaluations, evaluations during department training, during field training, by observations of supervisors during routine duties, or an internal investigation.
3. An employee and/or group of employees may be assigned to remedial training:
 - a. At the request of a supervisor, through the chain of command;
 - b. At the request of the employee, through the chain of command; or
 - c. At the request of administrative staff.
4. Remedial training or performance improvement plans will be scheduled as soon as practical, and will be required to be satisfactorily completed by the employee.

F. Training Records

1. All training records and employee files with updated training shall be maintained by the administrative coordinator in the office of the chief of police.
2. Training records shall be completed by the course instructor and submitted to the administrative coordinator for filing with P.O.S.T. and retention.
3. Information recorded will include:
 - a. Date of course;
 - b. Title of course;
 - c. Course content or lesson plan;
 - d. Instructor;
 - e. Names of attendees; and
 - f. Number of hours completed.
4. It is the responsibility of each employee obtaining training outside the department to provide information about the course and a copy of any certificate received to the administrative coordinator for inclusion in the training record and submittal to POST if needed.
5. Training records will be treated the same as personnel records, with only those persons authorized by law having access.

G. Travel Expenses and Reimbursement

1. Costs associated with training will be paid for according to the City of Sheridan employee handbook.
2. For travel expenses made with a city purchasing card:
 - a. Purchases shall be made in accordance with the City of Sheridan employee handbook.
 - b. The employee must provide itemized receipts to his or her supervisor immediately upon his or her return to work.

6.1.4 Civilian Training

- A. Civilian personnel shall receive training consistent with their job tasks and responsibilities.
- B. Civilian employees in the following job assignments shall receive initial and ongoing training commensurate with their job responsibilities;
 1. Clerical Personnel
 - a. On-the-job training and equipment familiarization;
 - b. Customer service skills;
 - c. Legal issues related to the release of reports and information.

- d. Training, certification and recertification is required for access to FBI and other CJIS systems.
- 2. Communications Personnel
 - a. Training, certification and recertification is required for dispatch and other personnel whose work assignment requires the use and access to FBI and other CJIS systems.
 - b. Peace Officer Standards and Training (POST) rules require dispatchers obtain basic certification within two years of employment by attending a commission approved training program.
 - c. Peace Officer Standards and Training rules require dispatchers obtain advanced certification within two years of basic certification. This requires twenty hours of commission approved training and one additional year of experience as a dispatcher.
 - d. Peace Officer Standards and Training rules require dispatchers obtain professional certification within three years of advanced certification. This requires:
 - i. Forty hours of commission approved training and three additional years of experience as a dispatcher; or
 - ii. An associate's degree, twenty hours of commission approved training and two additional years of experience as a dispatcher; or
 - iii. A baccalaureate degree and one year additional experience as a dispatcher.
 - e. After reaching professional certification all dispatchers certified in Wyoming shall be required to have a minimum of twenty hours of continuing education every two years for the purpose of maintaining certification.
 - f. Field training for dispatch will follow a similar format as that for new officers. (Section 6.2.)
- 3. Community Service Officers will receive training necessary to perform their listed job duties and functions as found in their job description.
 - a. Field training for community service officers will follow a similar format as that for new officers. (Section 6.2.)