



Sheridan Police Department
Policies and Procedures
6.3
Chapter 6 – Training & Development
Section 3 – Advanced Officer Training

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Signature:

Advanced training will be conducted to satisfy department needs, provide for individual officers career development needs and meet statutory requirements.

6.3.1 POST Required Training

- A. Peace Officer Standards and Training (POST) rules require peace officers obtain advanced certification within two years of basic certification. This requires eighty hours of commission approved training and one additional year of experience as a peace officer.
- B. Peace Officer Standards and Training rules require peace officers obtain professional certification within three years of advanced certification. This requires:
 - 1. Eighty hours of commission approved training and three additional years of experience as a peace officer; or
 - 2. An associate's degree, forty hours of commission approved training and two additional years of experience as a peace officer; or
 - 3. A baccalaureate degree and one year additional experience as a peace officer.
- C. After reaching professional certification all peace officers certified in Wyoming are required to have a minimum of forty hours of continuing education every two years to maintain certification.

6.3.2 In-Service Training

- A. Sworn employees will complete an annual program of in-service training. Topics of training may include:
 - 1. Firearms qualification;
 - 2. Taser use and proficiency;
 - 3. Custody and control;
 - 4. Legal updates;
 - 5. Departmental policy with emphasis on changes;
 - 6. Statutory or case law affecting law enforcement operations;
 - 7. Hazardous materials incidents;
 - 8. Interaction with the mentally ill;
 - 9. CPR, First Aid;
 - 10. Special and or topical issues affecting law enforcement.
- B. Topics and mandatory attendance for the in-service training will be determined by the department's command staff.

6.3.3 Shift Training

- A. Shift training will be utilized to introduce new legislation affecting law enforcement, recent court decisions, policy, safety, crime trends and as a review of law enforcement practices, principles, tasks and skills.
- B. Training will be presented during shift briefings or at a time designated by the supervisor. Training presented at shift briefings will be documented.
- C. Topics for the training may be provided to shift supervisors monthly. Each shift will follow the schedule provided. Supervisors will be responsible for the topic of the monthly shift training during their shift briefing if it is not provided to them.
- D. It is the supervisor's responsibility to ensure consistent effective shift briefing training. Supervisors are responsible for ensuring officers under their supervision attend the training and that the proper documentation is completed.

6.3.4 Specialized Training

- A. Specialized training is training needed due to change in status or assignment.
- B. The purpose of specialized training is to:
 - 1. Develop or enhance the skills, knowledge, and abilities particular to the specialization.
 - 2. Provide review and updates upon return from an extended leave of absence (military, sick, injured, etc.)
- C. Specialized training will normally be completed prior to the beginning of a new assignment or initiated as soon as feasible after transfer to the new assignment. Some positions such as instructors require specialized training prior to performing that function and other positions will require continued on-the-job training during tenure in that assignment. The development of specialized training should include the following:
 - 1. Development and enhancement of the skills, knowledge, and abilities particular to the specialized assignment;
 - 2. Department policies and procedures related to the specialized assignment;
 - 3. Supervised on-the-job training;
 - 4. Retraining requirements and certifications, if any;
 - 5. Training and qualifications for the utilization of specialized equipment or for the control and use of animals (e.g., K9).

6.3.5 Advanced Training

- A. Advanced training is described as training designed to improve the competence of officers who have been promoted.
- B. Upon promotion to a higher rank the duties and responsibilities of the employee change significantly. Newly promoted supervisors will require supervisory, management and administrative skills and knowledge that are necessary to perform at the new rank. If this training was not received prior to promotion, it will be provided as soon as practical.
- C. The Chief of Police will decide who will attend advanced training courses. This selection will be based on considerations such as department needs and budget constraints.

6.3.6 Career Development

- A. The department encourages its employees to take advantage of those courses offered by POST certified providers to further their career development goals.
- B. The department will endeavor to accommodate an employee's request to attend training that lies within their area of interest to further their career objectives.

- C. Supervisors should include career development in the performance evaluation process, using training recommendations during counseling to enhance and develop the employee's skills.

6.3.7 Professional Affiliation

- A. This agency recognizes the value of participation by members in professional associations and related organizations having goals and objectives compatible with the law enforcement profession.
- B. This agency encourages officers to participate in such organizations recognizing that they are often beneficial to the career development of the individual and the attainment of agency goals and objectives. Affiliations of this nature are of three general types:
 - 1. Law enforcement alumni associations are composed of graduates of academies or other programs such as the FBI National Academy or the Northwestern University Center for Public Safety;
 - 2. Professional service associations are organizations composed of members who share common interests and goals in professional development of the law enforcement profession, such as the International Association of Chiefs of Police; and
 - 3. General law enforcement associations are composed of members who are eligible to join by virtue of their law enforcement employee status such as this state's peace officers association.