


New Berlin Police Department Directives Manual		Directive Title: Employee Training and Records			
Issue Date: 03/11/15	Effective Date: 06/12/19	Next Review Date: 11/01/22	Total Pages: Page 1 of 3	Directive Number: 12201	WILEAG Standards: 12.2.1, 12.2.2, 12.2.3, 12.2.5, 12.2.6, 12.2.7, 12.2.8, 12.2.9

Purpose

This directive establishes the department's strong support for the training and development of employees. In addition, this directive establishes guidelines for recruit training, civilian employee orientation, annual training for all sworn officers, remedial training, specialty training and maintenance of training records.

Policy

It is the policy of the department to develop, support and advance the skills, knowledge and abilities of its personnel through the training function. It is the ultimate goal of training to prepare department personnel to act decisively and correctly over a broad spectrum of situations and to work with greater productivity, effectiveness and officer safety.

Recruit Training

All sworn officers will complete the Wisconsin law enforcement officer recruit training program or the Wisconsin Department of Justice, Training and Standards Bureau Reciprocity Examination prior to assignment in any capacity in which the officer is allowed to carry a firearm, enforce laws or make an arrest.

Employee Orientation

The Training Section, in conjunction with the city's Human Resource Department, is responsible for ensuring that all newly hired employees receive an orientation to the city and the department.

Human Resources: Newly hired employees will receive:

1. Employee handbook.
2. Information relating to benefits and salary.
3. Review of city policies and procedures.
4. NBPPA contract in the case of sworn employees.

Training Section: Newly hired employees will receive:


1. Review of department policies and procedures.
2. Equipment necessary for their position.
3. Review Oath of Honor and department mission, vision and value statements.

Newly hired civilian personnel will then receive training for their respective positions.

Newly hired sworn officers will either enter into recruit training or the Field Training Program.

Annual Training for Sworn Officers

In accordance with Wisconsin State Statute [165.85\(4\)\(a\)7.a](#), all sworn officers will complete at least 24 hours of annual re-certification training. Any officer that does not complete 24 hours of re-certification training may be de-certified by the Wisconsin Training and Standards Bureau. Officers that are de-certified may be subject to termination from the department.

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To ensure that officers receive the mandated 24 hours of re-certification training, the department will send all officers to In-service training. In-service training will include annual handgun qualification and bi-annual vehicle pursuit training in accordance with state mandate. In addition, officers are encouraged to apply for training to enhance their skills and improve their knowledge of case law, technology, defense and arrest tactics, firearms skills and other skills relevant to their interests in law enforcement.

Roll Call Training: The Training Section will provide Roll Call training on topics such as new laws, directives/policies, new equipment, etc. Roll Call training will also be utilized to enhance physical skills relating to defense and arrest tactics and firearms skills.

The Training Section will provide monthly training to officers relating to firearms skills and defense and arrest tactics. The Training Division Commander will decide what topics to present each month. The Training Section will review the department's **Use of Force directive, 5101**, at least annually with personnel.

Remedial Training

The department recognizes that some employees may require remedial training to improve their skills or knowledge in areas they are deficient. The deficiency may be identified by:

1. Performance evaluations.
2. Evaluations during field training.
3. Observations by, or reported to, a supervisor during routine duties.
4. The employee's understanding that he/she is not sufficiently skilled in a particular area.

Remedial training may also be required for an employee who has been absent from his/her position for an extended period of time. The extent and level of training required will be evaluated by the employee's Shift/Division Commander on a case by case basis.


It is important for all involved employees to understand that remedial training is not a punitive measure. It is a means by which an employee is given the opportunity to improve and bring his/her performance to an acceptable level.

Remedial training will be coordinated through the Training Section. Upon the recommendation/approval of the Shift/Division Commander, the Training Section will coordinate the scheduling of remedial training for employees who:

1. Consistently demonstrate a lack of skill, knowledge or ability in the performance of job related skills.
2. Have been disciplined for conduct which can be corrected through remedial training.
3. Have been placed on a Performance Improvement Plan.

Employees required to attend remedial training will be informed of the reason for the need for remedial training and the date, time and location of the training. Remedial training will be conducted as soon as practically possible after the need for training has been identified. If the need for the remedial training presents a serious concern for the safety of the employee or others, the Shift/Division Commander, in consultation with the Chief of Police, will consider the duty status of the employee until the remedial training can be accomplished. Failure to participate or respond to remedial training may result in a recommendation for disciplinary Action.

Specialty Training

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The department will provide training to officers that are involved in specialty work/assignments. Officers engaging in specialty work should receive training in the specialty before performing the work; however, “on the job” training may also be utilized.

Examples of specialty training include, but are not limited to:

1. Suburban Critical Incident Team
2. Hostage Negotiator
3. Accident Investigation
4. Crime Scene Processor
5. Drug Abuse Resistance Education (DARE)
6. Field Training Officer
7. Tactical Instructor
8. Armorer
9. Bicycle
10. Motorcycle
11. Less Lethal
12. Photography
13. Language

Officers will request to attend training in accordance with department procedure 12201.01 Conference, Seminar and Training Requests.

Training Records

The Training Section will maintain records of all training that employees have attended. In addition, the Training Section will maintain records of all training that the department has sponsored or presented. For department sponsored or presented training, the records will include:

1. Course/training title
2. Training outline
3. Names of officers attending

Revision Notes:

- 03/03/16 Under “Employee Orientation”, added NBPPA contract to info given to new sworn employees Under “Specialty Training” changed SWAT to Suburban Critical Incident Team.
- 07/02/19 Under Specialty Training deleted Fire Investigations. Under Annual Training added “In-service training will include annual handgun qualification and bi-annual vehicle pursuit training in accordance with state mandate.” Removed references to Training Division added Training Section.

By Order of: _____
Jeffrey Hingiss



Chief of Police