

Hamden Police Department General Orders

Policy Number: 013-005

Effective Date: August 01, 2005

Section: Training

Rescinds:

Title: Advanced Training/Specialized
Training

Approved By:
Approval Date

PURPOSE

To establish criteria for advanced training as a method to keep officers informed of relevant information between formal training sessions.

POLICY

Officers will attend advanced and specialized training at the direction of their supervisors and the Training Division.

Procedure

A. Advanced Training.

1. Advanced training is often held outside the agency and designed to impart higher level supervisory and management skills to participants.
2. Participants should possess above average leadership skills.
3. When advanced training is offered, the Training Officer will make applications available to all personnel.
4. Applications will be submitted to the appropriate Division Commander or the Deputy Chief, depending on the nature of the training.
5. Command personnel will assess the advanced training program and ensure that program contents are consistent with the needs of the department.
6. Command personnel will also ensure that the person selected for advanced training is the best suited candidate for the training being considered.

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7. Advanced training may include:

- a. FBI National Academy
- b. Roger Williams College
- c. University of New Haven
- d. Northwestern University Traffic Institute
- e. IPTM

8. Upon completion of any advanced training session, the Training Officer will be responsible for reviewing the curriculum and determining which, if any, of the Department's mandatory training requirements were satisfied per C.G.S. 7-294(d).

B. Specialized Training Sworn Officers.

1. Positions within the Department requiring specialized training (pre and/or post assignment) will include, but not be limited to, the following:

- a. Supervisory positions.
- b. Detective.
- c. Traffic Analyst.
- d. Data Processing.
- e. Community Relations.

2. Specialized training provided to personnel will include the following:

- a. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization.
- b. Management, administration, supervision, personnel policies, and support services of the function or component.
- c. Performance standards of the function or component.
- d. Department policies, procedures, rules and regulations specifically related to the function or component.
- e. Supervised on the job training.

3. Specialized training will normally be initiated within 30 days of the assignment of individuals to positions identified in Section A 1.

C. Specialized Training Civilians.

1. The Training Officer will be responsible for the coordination and implementation of civilian personnel training including:

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- a. School Crossing Guards.
 - b. Communications Operators.
 - c. Records Division.

2. Newly appointed civilian personnel will receive the following training:
 - a. Orientation to the Department's role, purpose, goals, policies and procedures
 - b. Working conditions and regulations.
 - c. Responsibilities and rights of employees.

3. Personnel employed as School Crossing Guards and Public Safety Dispatchers will receive specialized training coordinated by the Training Officer prior to the assumption of job responsibilities.

4. The Training Officer, in cooperation with the Patrol Division Command, the Administrative Division Commander and the Officer in charge of Communications will coordinate, as necessary, an annual retraining session for civilian personnel.