

GENERAL ORDER

G.O. 4-331

SUBJECT: TRAINING AND CAREER DEVELOPMENT



DATE EFFECTIVE: January 1, 2002
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ADMIN: Signature On Issue
SIGNATURE:
INDEX: BASIC TRAINING, CAREER TRAINING, CERTIFICATION TRAINING, FIELD TRAINING OFFICER PROGRAM, INSTRUCTION, HIGHER EDUCATION, JOB PERFORMANCE, ON-THE-JOB TRAINING, POLICE TRAINING, SSD TRAINING UNIT ADMINISTRATION AND ORGANIZATION

I. **PURPOSE AND RESPONSIBILITY:**

- A. Purpose: To set the policy and establish the procedures for training and career development of the Monroe Police Department.
- B. Responsibilities:
 - 1. It will be the responsibility of the Support Services Division to establish, develop, and evaluate training programs consistent with the responsibilities,

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goals and objectives of this Department.

2. It will be the responsibility of the SSD to comply with the training standards and objectives specified by the Police Officer's Standards and Training Council (POSTC) and the Chief of Police.
3. It will be the responsibility of the personnel assigned to the Support Services Division (SSD), Training Unit, to coordinate the training and initial orientation of all recruits and to document all recruit training which is required by the Police Officer's Standards and Training Council (POSTC), state statute, state mandate, or Department directive.
4. It will be the responsibility of the Office of the Chief of Police, the Captain, the division commanders, and other supervisory and sworn personnel, equally, to identify the needed in-service training at this Police Department.
5. It will be the responsibility of the SSD Training Unit to maintain an inventory of sources of career training or higher education relevant to career development.

II. DISCUSSION:

- A. This general order deals with the training and career development of Department personnel. This directive addresses the organization and administration of the training function; training instructors, recruit training; and career development.

Training has often been cited as one of the most important responsibilities in any law enforcement agency. Training serves three broad purposes. First, well-trained officers are generally better prepared to act decisively and correctly in a broad spectrum of situations. Second, training results in greater productivity and effectiveness. Third, training fosters cooperation and unity of purpose. Moreover, agencies are held legally accountable for the actions of their personnel and for failing to provide initial or remedial training. Training programs should ensure that the needs of the Department are addressed and that there is accountability for all training provided. In particular, training should be consistent with the goals and objectives of the Department.

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Career development is a structured process that is used by this Department to provide opportunities for individual growth and development at all levels. It is designed to promote productive, efficient, and effective job performance and to improve the overall level of individual job satisfaction. More importantly, it is through career development that the upward mobility of all personnel may be enhanced by specific opportunities for professional growth and improved job performance.

III. DEFINITIONS:

- A. **ADVANCED TRAINING:** Advanced training is continuous training throughout the employees career, which is considered vital for the professional growth of the individual and the Department. To provide for that level of professionalism and to increase the competence of employees who have demonstrated management and leadership capabilities, the Department provides opportunities for and encourages participation in training programs at an advanced level. The FBI National Academy is an example of this type of training.
- B. **CAREER DEVELOPMENT ACTIVITIES:** An organized and supervised set of duties or functions designed to stimulate learning (e.g. counseling, training, job relations).
- C. **CAREER SPECIALTY:** An area of interest or specialization that enhances the upward mobility and/or job satisfaction of an employee.
- D. **NON-SWORN EMPLOYEE TRAINING:** Civilian training is provided for all non-sworn Department employees. This training includes, but is not limited to, an orientation to the Department. Also, on-the-job training is provided by the new employee's immediate supervisor.
- E. **IN-SERVICE TRAINING:** In-service training is the annual training of all employees to provide additional training after the basic recruit training and the Field Training Officer program. It will be utilized to insure that sworn officers stay current with technological changes, new legal issues, and revisions in Department policies, rules, and procedures, and to assist in maintaining state certifications. The motivation provided by such programs stimulates overall effectiveness and professionalism of the officers and employees of this Police Department. The in-service training programs include the following:

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1. Annual in-service training consisting of approximately twenty-four (24) hours a year;
 2. Periodic retraining or refresher training;
 3. Specialized training;
 4. Advanced training;
 5. Roll call training; and
 6. State or Department mandated training.
- F. POLICE OFFICER'S STANDARDS AND TRAINING COUNCIL (POSTC): Refer to section 7-294a through 7-294g of the Connecticut General Statutes. The POSTC is a State agency responsible for the recruit training and certification of all police officers in the State of Connecticut.
- G. PROBATIONARY POLICE OFFICER: A police officer who has successfully completed basic academy training and POSTC requirements for certification. The probationary period (at least one year from the date of graduation from a POSTC approved Police Academy) will be of sufficient length to enable the Department to fully determine the probationary police officer's ability to perform the duties assigned to this officer. Refer to Article IV Section 4.01 of the Agreement Between the Town of Monroe and Local #15 CIPU.
- H. RECRUIT TRAINEE POLICE OFFICER: A newly hired police officer who has not completed basic training at a Police Academy (POSTC approved).
- I. RECRUIT TRAINING: Training and orientation provided to recruit trainees including their assignment for basic training conducted at a Police Academy (POSTC approved).
- J. REMEDIAL TRAINING: Training or instruction that is available when the need is identified and documented by observation, discipline, testing, or performance evaluation.

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- K. ROLL CALL TRAINING: Roll call training can be defined as training sessions of short duration (usually ten to fifteen minutes) administered to employees just prior to or immediately after their tour of duty.
- L. SPECIALIZED TRAINING: Specialized training shall be provided for specialized positions and assignments which require training beyond basic law enforcement knowledge and skill.
- M. TRAINING: The act to make proficient, with specialized instruction and practice.

IV. POLICY:

- A. It will be the policy of the Monroe Police Department that all Department employees are trained properly.
- B. It will be the policy of the Monroe Police Department that while the Department bears the primary responsibility for training, all supervisors, officers, non-sworn employees, and field training officers have the responsibility to acquire for themselves and to teach those with whom they work, the skills, knowledge, and abilities necessary to perform their tasks.
- C. It will be the policy of the Monroe Police Department that no recruit trainee will be assigned to positions of enforcing the law or making arrests prior to successfully completing the POST certified basic training course.
- D. It will be the policy of the Monroe Police Department that no recruit trainee will be authorized to carry a firearm until completing POST certified training course.
- E. It will be the policy of the Monroe Police Department that in-service training is required for all sworn employees and will include refresher or advanced training, and includes firearms qualifications.
- F. It will be the policy of the Monroe Police Department that all employees are required to participate in the in-service training program.
- G. It will be the policy of the Monroe Police Department to provide such training necessary to ensure that employees are productive, proficient, efficient and

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effective in the performance of their job assignments.

- H. It will be the policy of the Monroe Police Department to encourage all employees to further their education and to make reasonable efforts to afford employees the opportunity to meet their educational objectives.

V. PROCEDURES:

A. ADMINISTRATION:

1. DEPARTMENT TRAINING COMMITTEE (DTC): The DTC will assist in developing and evaluating training needs and serve as a focal point for input from division commanders and Department supervisors. The provisions for the DTC include the following:
 - a. Composition of Committee: The DTC is chaired by the Captain and consists of the three division commanders and one Department supervisor;
 - b. Selecting and Replacing DTC Members: The DTC members will change with the title changes;
 - c. Relationship of Training Function: The SSD Training Unit will implement the recommendations made by the DTC;
 - d. Authority and Responsibilities of the DTC:
 1. To meet as needed but no less often than twice a year to review the status of the Department training program;
 2. To prepare an annual evaluation report of the training process by December 31st of each year;
 3. To implement data obtained from various departmental resources into the training program.
 - e. DTC Reports: The DTC reports to and makes recommendations

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directly to the Chief of Police.

2. TRAINING ATTENDANCE:
 - a. Documentation: Attendance is required and rosters will be obtained for all Department sponsored training. Personnel Orders will be issued to all employees indicating the date(s), time(s), and place(s) their assigned training will be conducted along with other necessary information. These orders will be in writing, authorized by the SSD Commander;
 - b. Excused Absences: All excuses must be approved by the SSD Commander. Excuses for medical reasons must comply with the process indicated in the collective bargaining contracts;
 - c. Make-Up: The SSD Training Unit supervisor will make arrangements for make-up training, when necessary;
 - d. Recognition: All completed training will be registered and recorded in the employee's personal training file.
3. TRAINING REIMBURSEMENT: The Department will pay for all authorized training registration fees and associated costs which include mileage, meals, books, and/or materials. Compensation for employee time spent at authorized training classes must also comply with the dictates of the Fair Labor Standards Act and the collective bargaining contracts, and relevant town policies.
4. LESSON PLANS: In all training courses lesson plans will be developed. The development of lesson plans ensure that the subject to be covered in training is addressed completely and accurately and is properly sequenced with other training materials. Lesson plans establish the purpose of instruction, set forth the performance objectives, relate the training to critical job tasks, and identify the matters that will be taught. Lesson plans are required of all instructors training Department employees. Lesson plans will include the following:

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- a. Guidelines and format for lesson plan development;
 - b. A statement of performance objectives;
 - c. Content of training and specification of the appropriate instructional technique such as lecture, group discussion, panels or seminars;
 - d. A process for approval, review and revision of lesson plans: The SSD Training Unit is responsible for the proper lesson plan development, approval, review and revision, and the SSD Commander will ensure that lesson plans are consistent with Department guidelines, Department policy, and state requirements.
 - e. Identification of any tests used in the training process: In most training programs, tests will be developed to measure participants' knowledge of the performance objectives covered during the training. The testing format may be a written exam or a performance exercise. All testing will have a predetermined pass/fail cutoff score. Test development should be a cooperative effort between the instructor and the SSD Training Unit Commander. Final approval of all test questions and format will be the responsibility of the SSD Commander.
5. REMEDIAL TRAINING: Remedial training is individualized training used for specific deficiencies in personnel. Generally, the need for remedial training is identified during routine supervisory evaluation or during inspections:
- a. Training and proficiency in subjects mandated by state law or Department directives will require remedial training if failed. Any aspect of law enforcement that incurs liability because of a lack of proper training (such as use of force, pursuit driving, firearms training, etc.) will require remedial training if failed by the employee;
 - b. Remedial training will be made available by the SSD Training Unit as the need arises. Completion of the training will be accomplished as soon as possible after the deficiency is identified;
 - c. Employees designated to receive remedial training are required to

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attend the appropriate classes. Failure of these employees to participate will be reported through the chain of command to the Office of the Chief of Police. Disciplinary action may result.

6. TRAINING RECORDS:

- a. Any training received by employees will be recorded and maintained by the SSD Training Unit. Training records include the employee's name, course title, date and place of training, hours of training (state certified credit or general training), test scores, and certificates issued.
- b. The SSD Training Unit will maintain records of all training conducted or sponsored by the Department. The training records of classes include:
 1. Course content and lesson plan;
 2. Names of attendees; and
 3. Test results.
- c. Training records will not be released to anyone outside the Department without the approval of the Chief of Police.

B. ACADEMY TRAINING:

1. CONNECTICUT POLICE ACADEMY (POSTC): The relationship between the academy and the Department is as follows:
 - a. Legal Basis: The POSTC has the responsibility for all basic police training in the State of Connecticut as established by sections 7-294a through 7-294g of the Connecticut General Statutes (CGS). In that capacity, the POSTC has certified the Connecticut Police Academy as an approved basic training institution. The POSTC, in conjunction with state law, has developed the training program and established rules governing the qualifications for admission to the academy. Under state law no person may be employed as a police officer by any law

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enforcement agency for a period exceeding one year without being certified by the POSTC or being granted an extension by the POSTC. Each recruit hired by this Department will be required to obtain POSTC certification as required by law. Applications for appointments to the academy will be processed by the SSD Training Unit and be approved by the Chief of Police;

- b. Department Liaison: The SSD Training Unit will act as the liaison between this Department and the Connecticut Police Academy. The SSD Training Unit will register the name of any probationary candidate at the Connecticut Police Academy within ten (10) days of the date of hire of the candidate, as required by CGS 7-294d(6);
 - c. Department Input: The Connecticut Police Academy program and curriculum is set by the POSTC. Department input in these areas will be accomplished by the Chief of Police;
 - d. Department Obligations: The staffing, facilities, instructors, and other resources required to operate the academy will be accomplished by the POSTC. When requested, this Department will assist the academy staff in training whenever possible;
 - e. Department Financial Obligations: This Department is responsible for the salaries and benefits of all employees while attending the academy. The academy provides books, paper, and training materials;
 - f. Department Liability: This Department assumes all normal liabilities and obligations for its employees while attending the academy.
2. POLICIES, PROCEDURES, RULES AND REGULATIONS: The SSD Training Unit will schedule newly hired police recruits to attend orientation classes. These classes will acquaint the recruit with the following:
- a. Department's role, purpose, policies, procedures and objectives;
 - b. Department's organizational structure;

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- c. Chain of command;
 - d. Performance review schedule; and
 - e. Recruit's responsibilities and rights.
- C. TRAINING INSTRUCTORS: All Department instructors who teach courses mandated by state law or regulation or Department requirement are required to be certified by the POSTC or the responsible state agency. Employees assigned as MRT or CPR instructors are required to be certified by the Office of Emergency Medical Services. It is the responsibility of the SSD Training Unit to maintain a current list of qualified Department instructors and ensure that these instructors fulfill any necessary requirements in order to maintain their instructor's certification status. Records indicating proof of compliance will be maintained by the SSD Training Unit. Certification includes training in the following areas:
- 1. Lesson plan development;
 - 2. Performance objective development;
 - 3. Instructional techniques;
 - 4. Testing and evaluation techniques;
 - 5. Resource availability and use.
- D. RECRUIT TRAINING:
- 1. RECRUIT TRAINING REQUIREMENT: All new sworn officers are required to successfully complete the State mandated POSTC recruit level training program. The recruit must finish successfully this training prior to being assigned any duty in which the officer is authorized to carry a firearm or is allowed to make an unsupervised arrest. The only exception to this procedure is when the officer is assigned to the Department field training program.

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2. ORIENTATION PACKAGE: The POSTC distributes to all recruit trainees an orientation booklet that describes the following at the Connecticut Police Academy:
 - a. Organization;
 - b. Rules and regulations;
 - c. Rating, testing, and evaluation system;
 - d. Physical fitness and proficiency skill requirements; and
 - e. Daily training schedules.
3. RECRUIT TRAINING PROGRAM: The mandated recruit training program at the POSTC Academy is six hundred and sixty six (666) hours with an additional four hundred (400) hours of on-the-job-training (FTO program) at this Department. The training program requires the inclusion of:
 - a. Curriculum: A curriculum based job tasks of the Patrol Division (PD) field officer;
 - b. Evaluation Techniques: Use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities of PD field officer.
4. FIELD TRAINING OFFICER (FTO) PROGRAM: The goal of the Field Training Officer program is to provide recruit trainees with on-the-job-training to produce a highly trained and positively motivated police officer capable of meeting or exceeding standards of performance required by the Monroe Police Department. The FTO program entails the following:
 - a. Length of Time: The FTO program consists of at least ten (10) weeks of on-the-job-training for recruit trainees after the Connecticut Police Academy classroom training;
 - b. Selection Process: The selection process for Field Training Officers

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consists of notifying PD field officers that an opening for FTO exists. Of the candidates that apply, only those with certain abilities, values, tactics, and attitudes will be accepted into the program and trained. Candidates must have:

1. At least three (3) years of police experience;
 2. The requisite knowledge and commitment to the department mission, goals, and objectives;
 3. A work history which indicates above-average initiative, self-motivation, self-improvement and minimal sick leave;
 4. Consistently presented a professional image;
 5. Demonstrated superior knowledge of statutory and case law, current police procedures, department rules, regulations and standard operating procedures;
 6. No sustainable civilian or departmental complaints during the previous two years which would directly relate to suitability for acceptance into an FTO course;
 7. The positive recommendation of past and present supervisors.
- c. Supervision: The FTO program will be supervised by the Patrol Division Commander. FTOs and the probationary police officers assigned to them will be supervised by the PD supervisor in the field;
 - d. Liaison with POSTC: The SSD Training Unit will maintain liaison with POSTC so that the FTOs will be kept aware of what skills and subjects are being taught at the academy and what roles the FTOs are to assume;
 - e. FTO Training: FTOs are trained a minimum of forty (40) hours under the auspices of the POSTC.

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- f. Rotation of Assignments: The recruit trainees assigned to the FTO program are rotated through at least three (3) Field Training Officers on three (3) different shifts so that different on-the-job aspects of police work are learned;
 - g. Evaluations: The FTOs are given a check-off list known as a daily observation report (DOR) that specifies the criteria for evaluating the recruit trainees on a daily basis. The final evaluation report is in the narrative form;
 - h. FTO Reporting Responsibilities: The FTOs are to prepare DOR's and a final evaluation report for each recruit trainee assigned to them.
5. POSTC CERTIFIED OFFICERS: Officers who are employed by this Department and are currently POSTC certified officers, or out-of-state certified officers, will be placed into an individualized FTO program that will best suit the needs of the Department, the individual officer and meet the requirements of POSTC.
- E. IN-SERVICE, ROLL CALL, AND ACCREDITATION TRAINING:
- 1. IN-SERVICE TRAINING PROGRAM: All officers of this Department are required to participate in annual in-service training sessions, including legal updates and firearms re-qualification. Annual in-service training sessions are used to ensure that officers are kept up-to-date with new laws, technical improvements, and revisions in Department policy, procedures, and rules and regulations. Subject areas included in annual in-service training sessions include:
 - a. Department policy, procedures, and rules and regulations, with an emphasis on changes;
 - b. Statutory or case law affecting law enforcement operations, with an emphasis on changes;
 - c. The functions of agencies in the local criminal justice system;

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- d. The use of discretion in the decision to invoke the criminal justice process;
 - e. Interrogation and interview techniques;
 - f. Department policy on the use of force, including the use of deadly force;
 - g. Emergency medical services;
 - h. Performance evaluation system;
 - i. New or innovative investigative or technological techniques or methods, if any;
 - j. Hazardous materials incidents;
 - k. Contingency plans, including those relating to special operations and unusual occurrences;
 - l. Crime prevention policies and procedures;
 - m. Collection and preservation of evidence;
 - n. Report writing and record system procedures and requirements;
 - o. Victim/witness rights, policies, and procedures.
2. ROLL CALL TRAINING: A roll call training program is in effect and will be maintained at this Department to ensure that all officers are made aware of recent changes that may impact on their duties and responsibilities. The primary purpose of roll call training is to keep officers apprised of information and changes between formal training sessions. Roll call training involves:
- a. Planning and Preparation: The planning and preparation for roll call training will be the joint responsibility of the Patrol Division (PD)

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Commander and the SSD Commander;

- b. Techniques and Instructive Methods: Within the constraints of time and space, the instructor will have the responsibility for determining the most appropriate and effective instructive method or technique to be utilized, ie. handouts, lectures, training bulletins, video tapes, etc.;
 - c. Relationship with Academy: Information developed by the Police Officer's Standards and Training Council (POSTC), is given to the officers at roll call training sessions;
 - d. Instructional Personnel: Given the complex and varied nature of roll call training topics, any Department employee can be selected as a roll call instructor, as well as any outside personnel. The SSD Training Unit will select the most appropriate instructor based upon the topic, scheduling, and expertise.
 - e. Evaluation of Roll Call Training: Session critiques will be forwarded to the SSD Commander by or through the PD supervisor.
 - f. Scheduling of Roll Call Training: Roll call training will always precede the oncoming or off-going shift.
 - g. Role of Supervisors and Officers:
 1. All supervisors and officers are encouraged to identify and recommend topics, ideas, and issues for roll call training;
 2. All supervisors are authorized to conduct roll call training sessions that review current laws, policies, and procedures. Supervisors must document this training (topic, attendance, and comments) and forward it to the SSD Training Unit;
 3. All on-duty officers will be expected to attend scheduled roll call training sessions.
3. ACCREDITATION PROCESS: This directive ensures that all employees are

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familiar with the accreditation process. Familiarization includes the history of accreditation, the accreditation process itself, the goals and objectives of accreditation, the advantages of accreditation, and its impact on this Department. Familiarization with the accreditation process is provided to Department employees as follows:

- a. To all newly hired employees during orientation classes;
- b. To all Department employees during the self-assessment stage associated with achieving each re-accreditation; and
- c. To all Department employees just prior to an on-site assessment associated with the re-accreditation process.

F. SPECIALIZED TRAINING:

1. SPECIALIZED TRAINING FUNCTIONS: The training is designed to develop or enhance the skills, knowledge, and abilities of those assigned to the function.
 - a. Functions: The following are the functions for which specialized training is required:
 1. Traffic investigation;
 2. Juvenile investigation;
 3. Field Training Officer (FTO);
 4. Training instructor;
 5. Hostage negotiator;
 6. Sniper/Weapons;
 7. First Line Supervisor;

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8. Mid-level Management;
9. Criminal investigation;
10. Support Services;
11. Canine Officer;
12. School Resource Officer;
13. DARE Instructor;
14. Narcotics Investigation;
15. Firearms Instructor;
16. Bicycle Patrol;
17. Emergency Medical Responder; (EMR)
18. DWI Instructor;
19. Marine Patrol;
20. Dive Team;
21. Special Response Team (SRT);
22. Electronic Control Weapon;
23. Accreditation Manager;
24. Accident Reconstruction;
25. Domestic Violence Liaison Team;
26. Naloxone (Narcon) Usage.

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- b. Specialized training will include:
 - 1. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization;
 - 2. Management, administration, supervision, personnel policies, and support services of the function; and
 - 3. Supervised on-the-job training.

G. NON-SWORN EMPLOYEES TRAINING:

- 1. NON-SWORN EMPLOYEES: The SSD Commander, in coordination with the Captain, will schedule newly appointed non-sworn employees to attend an orientation class. This class will acquaint the new employee with the following:
 - a. The Department's role, purpose, policies, procedures, and objectives;
 - b. Working conditions and regulations;
 - c. Employee responsibilities and rights;
 - d. Performance review structure;
 - e. Organizational structure;
 - f. Chain of command;
 - g. Dealing with the public;
 - h. Telephone skills.
- 2. TRAINING FOR NON-SWORN POSITIONS:
 - a. The following non-sworn positions require more than orientation and

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on-the-job training:

1. Communications Unit Dispatcher;
2. Animal Control Officer (ACO);
3. School Crossing Guard;
4. Matron;
5. Accreditation Manager.

b. The following non-sworn positions do not require more than orientation and on-the-job training:

1. Secretary;
2. Clerk;

H. CAREER DEVELOPMENT: The Monroe Police Department, CT, using a combination of career counseling and in-service training, promotes the improvement of personal skills, knowledge, and abilities of all employees. This will permit the successful performance of law enforcement tasks. The aim of the program is to highlight specific opportunities for individual growth at all levels and to improve overall job performance and satisfaction. Participation by employees is voluntary and all officers shall have equal access to opportunities. This Department provides skill development to all officers upon promotion. The Monroe Police Department announces anticipated openings for specialized assignments agency-wide, and fills those positions through a selection process.

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HISTORICAL CHANGES TO POLICY

Dec 30, 2015 – Page 18, Naloxone Usage was added to Specialized Training list.