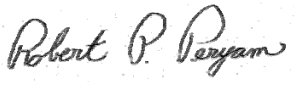


Monroe County Sheriff's Office General Order

CHAPTER:	55	TITLE: Training
EFFECTIVE DATE: June 8, 2009	NO. PAGES: 17	AMENDED:
REFERENCE: CFA 14.05M		RESCINDS:
 <hr style="width: 20%; margin-left: auto; margin-right: auto;"/> Sheriff of Monroe County		

I. PURPOSE

The purpose of this directive is to establish guidelines for efficient and effective training for all members of the Monroe County Sheriff's Office.

II. DISCUSSION

This directive shall apply to all Sheriff's personnel. Proper training is one of the most important responsibilities of the Monroe County Sheriff's Office. Training serves three broad purposes. First, well-trained deputies are generally better prepared to act decisively and correctly in a broad spectrum of situations. Second, training results in greater productivity and effectiveness. Third, it fosters cooperation and unity of purpose.

III. POLICY AND PROCEDURE

A. Administration

The Training Division is a function of the Bureau of Administration and is supervised by a Director who is responsible to the Bureau of Administration Commander. Members who are assigned full-time to the Division as instructors act as supervisors over their classes, with requisite responsibilities, and therefore hold the equivalent rank of sergeant or above.

1. Responsibilities - The function and responsibility of the Training Division is to ensure that the following activities are administered and conducted to meet the training goals of the Office.
 - a. Planning, developing, coordinating, evaluating, and implementing training programs;
 - b. Providing assistance with coordinating academy and in service training programs through the Institute of Criminal Justice;
 - c. Notifying personnel of training available;
 - d. Maintaining training records;
 - e. Notifying commanders of member's compliance with required training;

f. Selecting instructors

- 2. Training Advisory Committee** - The Training Advisory committee is established for the purpose of enhancing the training program by providing input to insure that programs are relevant, current, and effective by recommending additions, revisions, or deletions. Acting in the role of overseer, the committee evaluates the Training Division's performance in meeting the needs of the Office members. The Committee will consider Job Task Analysis and course critiques as a needs assessment in recommending training programs.
 - a. Training Advisory Committee Members** - The Training Advisory Committee is composed of Commanders and other representatives of the Office at various levels. The Training Advisory Committee Members make the selection and replacement of the members. The Training Advisory Committee Commander is appointed by and reports directly to the Undersheriff.
 - b. Committee Members** - Once each quarter the Director of Training will attend a regularly scheduled Training Advisory Committee Meeting. During this meeting, the commanders and other representatives comprising the Training Committee will discuss the training issues relevant to their needs.
 - c. Records** - The record of the items discussed by committee members will be maintained within the regular meeting minutes of the weekly Bureau meeting where they took place.
- 3. Attendance** - Members scheduled for training must successfully complete all content areas of the program. Members who successfully complete a course of instruction will receive a certificate of training and any additional certification cards as appropriate. Those members who fail to attend any block of instruction within a course will not be given credit for that course until they have returned to a later class (if available) and completed each section missed. Pre-planning such activities as vacations and non-emergency appointments by members and their supervisors will reduce the need for the student to disrupt scheduling and return for remedial training. In any event where the member cannot attend any part of a course they are scheduled for, they shall submit a memorandum through their supervisor to their Division Commander, or their designee, either approving or disapproving the member's absence. This memorandum will then be forwarded to the course coordinator for inclusion in the course folder.
 - a. Mandatory Training** - The Office will designate some training sessions as mandatory. Disciplinary action may result for members who fail to attend any mandatory course. Other sections of the General Orders Manual refer to specific training that is mandatory for a particular position held within the Office, technique applied, or device used.
 - b. Authorized Absences** - Members not attending scheduled training sessions due to illness, court appearances, and other authorized absences shall be rescheduled for the next available training session.
 - c. Unauthorized Absences** - Members scheduled to attend training sessions, who do not appear as scheduled, or who do not successfully complete training blocks due to unauthorized absences shall be rescheduled for the next available training session by their supervisor. Their respective Division Commander will initiate appropriate disciplinary action after notified of the absence by the Director of Training. The period involving unauthorized absences shall be documented as time without pay on the member's time sheet. Further, the member will be placed on a standby list for any additional course they sign up for during the next twelve (12) months. A member may only attend a course for which they are on a standby list if space is available in the class as determined two business days before the program is scheduled to begin.
 - d. Documentation** - All training programs conducted through the Training Division shall utilize an attendance sheet for each session. Each sheet will include the student's printed name and payroll

number. The student will note their arrival time and place their initials next to that time. At the end of each class session, the instructor will circulate the sign in sheet again and each student will note the time leaving and again initial next to this time. A student who needs to leave early must sign out and initial the sheet at that time or they will receive no credit for attendance on that date, as it will be considered an unexcused absence. The instructor of the course will then sign this sheet attesting that it is a true and accurate record of the student's attendance. It is the responsibility of the instructor that these attendance sheets are placed into the course folder. It is the responsibility of the student who attends any course, other than one provided through the Training Division of the Monroe County Sheriff's Office, to provide a certificate of completion for the training course they attended. Failure to do so may cause that time to be considered as an unexcused absence. Falsification of official training records may be cause for dismissal and decertification by the Florida Department of Law Enforcement.

4. Requests for Training and Reimbursement - Any member interested in a particular course must receive approval prior to attending that course.

a. Mandatory or In-Service Training - If the course is mandatory or in-service training provided by the Training Division, approval is obtained from the member's immediate supervisor for scheduling purposes and the Training Division is contacted to register the member.

b. Academy or Other Outside the Office Training - Training requests for courses not provided by the Training Division are to be submitted through the member's chain of command on the Office's Training Request Form and must include a completed Travel Voucher with the dates and cost of course, expected motel and per diem expenses, airfare charges, and course registration materials.

c. Reimbursement - Members attending a training function must document the actual time spent in training on the Office's Time Sheet, which is signed by the member's immediate supervisor.

1) 1) Within Monroe County - In compliance with the Fair Labor and Standards Act, the Office will not compensate members for time spent traveling from their primary place of residence to and from training functions occurring within the confines of Monroe County. An exception would be where the member responds to a call or takes any law enforcement action. The actual time spent performing the law enforcement function would be compensable and would end when travel resumed to the course. If classes are held within Monroe County and are less than the member's regular shift, the member is expected to return to complete their regularly scheduled work shift or to be paid only for the hours attended. The only exception is where the course extends over more than one day and then the member's immediate supervisor will ensure that the member is scheduled to work the appropriate number of hours for that pay period.

2) Outside Monroe County - Actual travel time to out-of-county courses will be counted as on-duty work hours. As this training must have been pre-approved on a Training Request Form with an attached Travel Voucher, all listed expenses for motel, mileage, airfare, rental cars, course and book fees, and the standard per diem will have been advanced to the member or paid directly to the listed disbursement for the trip. Additionally, travel packs containing fuel and rental car credit cards may be obtained prior to the member's trip. A check is normally sent to the hotel directly, prior to the trip, and the airline tickets are billed directly to the Sheriff's Office using the approved travel agency, reducing any advance expenses incurred by the member. Upon their return, members are to complete a return Travel Voucher to forward to the Finance Division as soon as possible for final reimbursement.

5. Lesson Plans - A lesson plan, approved by the Director of Training, is required for all courses presented through the Training Division, whether by staff or guest instructors. The development of lesson plans ensures that a subject is addressed completely and accurately. It provides continuity and standardization. All lesson plans should contain an emphasis on the ethical perspective of the block of instruction as well as reinforce the mission and values of the Office.

- a. Lesson Plan Cover Sheet** - All lesson plans submitted for use will contain a cover sheet, which summarizes key points of the block of instruction. This cover sheet will include all of the following:
- 1) Title of training block**
 - 2) Name of lesson plan originator and date prepared / revised.**
 - 3) Name of the Training Director approving the plan (and initials) and date approved.**
 - 4) Date placed into service.**
 - 5) Target group / audience.**
 - 6) Number of hours the lesson requires**
 - 7) Primary instructor.**
 - 8) Listing of Authorized instructors.**
 - 9) Training aids required for the lesson.**
 - 10) Lesson goal.**
 - 11) Performance objectives.**
 - 12) References (APA style)**
 - 13) Identification of any tests used in the training process.**
- b. Lesson Plan Body** - The body of the lesson plan should detail the methods of instruction used, taking into account the importance of class participation as adults learn by doing. The timing of each section should be included to assist instructors other than the primary one.
- c. Tests, Training Aids and Handouts** - All tests, student handouts, answer keys, and training aids to be used in the course are to be submitted to the Director of Training for approval with the lesson plan. All tests, when completed, will be placed in the course folder.
- d. Documentation** - A copy of the approved lesson plan for each course will be distributed to each authorized instructor and included in the master lesson plan file.
- e. Remedial Training** - The need for additional training may be identified for a member by their supervisor when the member's performance is observed to need improvement. Remedial training is also required when a member fails to demonstrate competency during skills testing or written evaluation in a course or when they did not complete attendance at some required course.

Remedial training will be provided to employees for the following reasons:

- At the request of the employee
- At the request of the employee's supervisor or commander
- The employee failed to acquire the minimum skills level in training programs
- The employee was identified for remedial training by the administrative and inspections process for disciplinary purposes [CALEA 26.1.4a]

Remedial training will be scheduled at the earliest possible date.

If the remedial training can be conducted within Monroe County, the remediation will occur within 90 days whenever possible. If the remedial training has to be conducted outside of Monroe County, the remediation will occur within 6 months whenever possible.

Employees assigned to remedial training will not be released from training until they have acquired the minimum skills level required by the Monroe County Sheriff's Office.

Failure to achieve the minimum skills levels in remedial training will be reported to the Training Division Director for administrative action. [CALEA 33.1.5] [CFA 14.05M]
[effective 6-8-2009]

- f.** Recruit Training - Recruits enrolled in an academy course must successfully complete all blocks of instruction within the academy and pass a state examination for certification. Members who fail to do so must conform to the academy regulations for remedial training for certification purposes, which are determined by Florida Department of Law Enforcement Standards and Training Commission guidelines current at the time of failure. The member's Division Commander will recommend disciplinary status or withdrawal of probationary appointment, and determine if remedial training is to be made available to the member. If so recommended, that training will be scheduled in the next available academy.
- g.** In-Service Training - There are many areas requiring remedial or recurrent training for members after initial training is received. These may be regulated by outside agencies such as FDLE or OSHA. They may be necessary based on court decisions, court mandated retraining, accreditation, or a member who does not demonstrate competence in a skill.

 - 1)** Safety - A member's supervisor will conduct and document remedial training, which is forwarded to the Training Division and placed in the member's training file, immediately whenever the member's deficient performance is a safety concern to themselves or others. The Training Division will also be contacted for any additional remedial training the member may need in a skill or area concerning a safety issue. At any time during a training class, any instructor teaching that course shall immediately excuse any member from that course if a safety concern is observed that will require remediation beyond the scope of the course currently being presented. This will be documented on memorandum to the member's Division Commander and to the Director of Training along with a schedule for remedial training as soon as possible following the incident. Any disciplinary action for skills deficiency will be the responsibility of the affected member's Division Commander or their designee.
 - 2)** Absence - Any member, who misses any portion of a course, whether for an excused or unexcused absence, is required to enroll in the next available course to remediate on any blocks of instruction missed.
 - 3)** Testing or Skill Deficiency - Members who fail any written or skills testing within a block of instruction are required to remediate that block of instruction in the next available course. If the failure was in an area considered a critical skill, such as weapons qualifications, special arrangements will be made through the Director of Training for immediate remediation as soon as an instructor and a facility can be made available. The member's Division Commander, or their designee, will initiate any disciplinary action for a member requiring remediation.
- 6.** Member's Training Records - Accurate training records are important to the Office to show compliance with existing laws and standards. A member's training record documents requirements needed to maintain certification and prove that training is current. Training Records are considered Public

Records under Florida Law and will be made available upon request. If anyone other than someone in the member's chain of command requests to view a member's record, the effected member will be notified by interoffice e-mail or phone call. Training records on members are maintained in a separate file located in the office of the Training Division. As members complete training programs, the dates of the course, copies of any certificates received, type of training, and test scores (if applicable) are placed in the member's file as soon as they are received by the Training Office and also updated on a database.

a. Course Records - A course folder will be completed for each class presented through the Training Division. A copy of the lesson plan for each course will be maintained in the master lesson plan file. The course folder will contain the following items:

- 1) Attendance roster**
- 2) Test score sheets (if used)**
- 3) Course critiques**

B. Academy

In accordance to the requirements of the Florida Criminal Justice Standards and Training Commission, all academies and specialty certification courses approved by the Commission will be taken through one of Florida's Criminal Justice Academies.

1. Florida Keys Institute of Criminal Justice - The primary provider for academy service to the Monroe County Sheriff's Office is the Florida Region XIV school, Florida Keys Community College, Institute of Criminal Justice.

a. Recruit Academies - The Sheriff's Office Training Division will advise the Institute of Criminal Justice on the needs of the agency for recruit academies throughout the year based on current and projected staffing levels for certified positions.

1) Costs - The Florida Keys Institute of Criminal Justice will provide the Sheriff's Office with a letter of intent specifying the projected dates and costs of the course. The approval for the course will be the responsibility of the MCSO Training Director who will complete a purchase requisition for any course approved.

2) Instructor Staff Support - The Sheriff's Office will provide instructor staff, facilities, and other resources in support of the Institute of Criminal Justice's training staff to keep costs at a minimum where the Sheriff's Office has requested the recruit academy.

a) The instructors from the Sheriff's Office will be considered to be teaching on-duty and therefore governed and covered legally by the Monroe County Sheriff's Office unless other arrangements have been made such as those outlined in the following section.

b) In certain situations, such as when the recruit academy is being shared by multiple agencies or when the academy was not requested and therefore not directly supported by the Sheriff's Office, a member may teach at the academy while off duty and all compensation and legal liability will be the responsibility of the Florida Keys Institute of Criminal Justice.

3) Course Coordination - In recruit academies requested by the Monroe County Sheriff's Office, in addition to a FKCC Institute of Criminal Justice staff class coordinator, a coordinator from the MCSO Training Division will be assigned to the class. Their responsibilities include:

- a) Ensuring that each recruit is provided with training outlining both the Sheriff's Office and academy rules and regulations regarding testing, evaluation, fitness, and proficiency requirements.
 - b) Scheduling Sheriff's Office recruits to receive additional training on agency policies, rules, rights, and regulations.
 - c) Having daily contact with the class whenever possible for the purpose of:
 - (1) Answering questions
 - (2) Conducting inspections
 - (3) Scheduling daily class training and work assignments
 - (4) Completing payroll time sheets
 - (5) Acting as a liaison between the class and the Sheriff's Office.
 - d) Specialty Courses - The Florida Criminal Justice Standards and Training Commission maintains a listing of salary incentive and other specialty courses approved. To receive certification in one of these specialty courses, a deputy must attend the course through an approved Criminal Justice Institute. The Sheriff's Office Training Division will advise the Florida Keys Institute of Criminal Justice on the general needs of the agency for specialized certification courses throughout the year and the same procedures for costs and support as outlined for recruit academies above will be followed.
2. Other Academies - Occasionally, other academies or training agencies will provide courses or seminars which meet a specific need not offered by the Florida Keys Institute of Criminal Justice for either recruit, in service, or specialty course. Whenever possible the primary provider of services, the Florida Keys Institute of Criminal Justice, will be used. If the local academy is unable to provide the services in the time frame required, the next attempt for service should be to locate a trust funded course in another Florida Region XIV academy to minimize the cost to the Sheriff's Office before enrolling in another area. In all cases, a copy of the certificate of completion for the course is to be forwarded to the Training Division for inclusion in the member's file by the student.

C. Instructor Staff

Properly qualified instructors are an essential element of any successful training effort. All staff and adjunct instructors of the Monroe County Sheriff's Office will obtain a Florida State Criminal Justice Standards and Training Commission 80 hour Instructor Techniques Workshop certification prior to instructing any academy or in-service course. This course includes instruction in lesson plan development, performance objective development, instructional techniques and adult learning theory, testing and evaluation techniques, and resource availability and use.

- 1. Staff Instructors - Personnel assigned to the Training Division as staff instructors must demonstrate the highest levels of proficiency in all of the fields that they may be assigned to instruct. As such, they must have demonstrated excellence in performance in the field, be able to learn and master many disciplines, have an exceptional level of physical fitness, and undergo a thorough selection process.
 - a. Selection - Members who apply with the Training Division for a full-time instructor's position must pre-qualify with the following conditions before being eligible to sit for the oral review board:
 - 1) Currently hold the rank of sergeant or equivalent, or be on the current eligibility list for sergeant.
 - 2) Performance Evaluation - average score 4.0 or greater within the last 12 months.

- 3) Have completed, at a minimum, the Florida Criminal Justice Standards and Training Commission 80 course on Instructor Techniques Workshop (ITW).
 - 4) Passed the Florida Department of Law Enforcement Physical Agility Test within the last 12 months.
 - 5) Take the Cooper Institute Physical Fitness test and pass at the 50% level or better of the population for the applicant's age and sex.
 - 6) Recommended: One or more Florida Criminal Justice Standards and Training Commission designated high-liability instructor certifications.
- b. Training Certifications - Members assigned full-time to the Training Division instructor staff will obtain all of the Florida Criminal Justice Standards and Training Commission high-liability instructor certifications for all of the disciplines required in the recruit academy curriculums within 18 months or as soon as possible. Additional specialty instructor certifications may be required for specific disciplines as determined by the Director of Training. All certifications will be kept current as required by each certifying organization, including refresher training recommended, unless exempted by the Training Director.
- 1) High-Liability Courses: An instructor certification is required in each CJSTC high-liability designated course prior to teaching in that discipline.
 2. Adjunct Instructors - Where necessary to fill student-instructor ratios or to make use of a member's expertise in a specific area, adjunct instructors may be selected from within the agency for part time teaching assignments for either in- service, recruit academy, or academy specialty courses. The Director of Training will review previous course critiques of adjunct instructors prior to deciding to schedule them to instruct additional courses.
 - a. Training Certifications - Members assigned to teach a course must have the following certifications:
 - 1) Florida Criminal Justice Standards and Training Commission 80 course on Instructor Techniques Workshop (ITW).
 - 2) High-Liability Courses: An instructor certification is required in each CJSTC high-liability designated course prior to teaching in that discipline.
 3. Contract Instructors - Highly specialized instruction may require the use of outside training organizations or instructors. Each contract will be coordinated by the Director of Training regarding purchase orders, curriculum, certification, facilities, equipment use, evaluations, etc.

D. Recruit Training

No member employed in a certified position within the Monroe County Sheriff's Office may be assigned to any position where they would be required to carry a weapon, enforce any law, make an arrest, or take any type of enforcement action until they have successfully completed basic recruit training.

1. Basic Recruit Training - The Florida Department of Law Enforcement's Criminal Justice Standards and Training Commission has designed academy curriculums based on tasks of the most frequent assignment associated duties of officers. Each recruit must pass a series of written tests and demonstrate practical proficiency on standardized physical tests in high-liability areas, as defined by CJSTC, before they are eligible to take the required Florida State Certification Examination. Officers, who have passed the required academy basic recruit curriculum and are eligible to take the state

examination, may enter the field training program while waiting for the next available Florida State Certification Examination.

2. Field Training Program - The basic recruit academy does not supply all of the necessary job skills required of a new recruit to function unaided in a sworn position in the field. The Field Training Program is a necessary element for the recruit to acquire the remaining skills needed. It is for this reason that each entry level sworn position in the Sheriff's Office has a Field Training Program. Also, the Field Training Program is considered to be part of the hiring process and successful completion of the program is required of all newly sworn members. During the program, members will be trained and evaluated on frequently preformed tasks. Each entry level sworn position utilizes a Field Training Manual specific for that position and each program varies in length, based on the requirements of that manual. These programs can be flexible for new members with previous experience, but in no case is it to be less than four (4) weeks in length.

a. Field Training Officers

- 1) All members utilized as Field Training Officers shall first successfully complete the Florida Criminal Justice Standards and Training Commission course entitled "Field Training Officer". Any recruit who spends their assigned workday with a member who is not a designated Field Training Officer cannot count that time towards the completion of the required program.
- 2) Members who have a minimum of 2 years experience may submit a memorandum, through their chain of command, to their Division Commander for consideration as a Field Training Officer.
- 3) Field Training Officers will be selected by their respective Division Commanders from members who have completed the required CJST Field Training Officer course and have the minimum 2 years of experience.
- 4) Designated Field Training Officers should teach in the basic recruit academy as often as practical to ensure that their own knowledge and skills remain current.
- 5) Each Division Commander will designate a supervisor for the Field Training Program within their respective Division to coordinate supervision of the program and scheduling the rotation of recruit field assignments.
- 6) There will be an annual meeting for all deputies assigned as field training officers for an in-service training update.

b. Reporting - The San Jose Model is used for each manual of the different Field Training Programs. The basics of this model include:

- 1) The first week of the program is for orientation. Although training is accomplished during this period, there are no evaluations completed on the recruit. This is done to allow the new employee to acclimate to their positions.
- 2) The remaining weeks of training will include daily evaluations of commonly performed tasks. In the earlier stages of the training, more emphasis is spent on teaching techniques rather than on evaluating performance behaviors. In the later stages, as each skill has been taught to the recruit, the emphasis shifts to evaluating those skills previously taught. This evaluation is based on observable performance behavior statements used for each item rated and found in the Field Training Manual.

- 3) The final week of the program is strictly used for evaluation. The idea is to observe the recruit perform as they would (and will the following week if they are successful) on his or her own as if the Field Training Officer was not present.
- 4) Each recruit is given his or her Field Training Manual on the first day of the program. It is their responsibility to maintain the manual and present it each day to their assigned Field Training Officer.
- 5) The Field Training Officer will complete the required sections of the manual each day of the training.
- 6) The Field Training Officer supervisor will update the Division Commander weekly of the status of each recruit in the program.
- 7) The Field Training Officer assigned to the final week of evaluation will complete a final summary evaluation memorandum and forward it and the Field Training Manual to the Division Commander.
- 8) The Division Commander will decide if an extension to the program is warranted. This extension may be up to a maximum of 4 weeks, consisting of three weeks of additional training and a final week again used solely for evaluation of the recruit's performance.
 - 9) The Division Commander will ensure that the manual is complete and then forward the Field Training Manual and summary memorandum to the Training Director. The Director of Training will review the manual and program evaluations by the recruit and Field Training Officers, and then place them into the member's training file.
- 10) The Director of Training is responsible for updating the Field Training Program and manuals as needed.

E. Update Training

Refresher training is important for deputies and correction officers to perform their job skills with peak effectiveness. Retraining is also a requirement by the Florida Department of Law Enforcement to maintain certification. In addition, the Occupational Safety and Health Administration, accreditation standards, court mandated training, specific weapons training, and other certifying organizations all require annual retraining.

1. **Mandatory Retraining Requirements** – Per FDLE Criminal Justice Standards Training Commission certified officers must receive 8–hours Human Diversity, 4-hours Human Diversity in the topic of “Discriminatory Profiling & Professional Traffic Stops”, and Domestic Violence and Juvenile Sexual Offender Investigations training, and Legal Updates
2. **Annual Retraining Module (ARM)** - The office has adopted the Annual Retraining Module (ARM) as the method for maintaining currency in the major skill areas required for certified members. This course is mandatory for certified deputies (including reserves) to attend each year as it rotates annually on a four-year cycle of courses. It includes the annual retraining required in other areas of the General Orders Manual in weapons, fire and evacuation procedures for corrections, yearly training mandated by Federal Law (OSHA) in air and blood pathogens and hazardous materials, court mandated training, legal and policy updates, use of force, compliance with existing case laws and accreditation standards, simulation and **defensive** tactics, **OC use and decontamination techniques, inmate sexual abuse/assault awareness, prevention, response, reporting procedures, confidentiality requirements** and other relevant material.
3. **Shift Briefing Training** - Training at shift briefings will be used for useful topics and to keep deputies current between their attendances at the Annual Retraining Module. To ensure standardization, the primary method of instruction will be through the use of videotape whenever possible. A current District Personnel Roster will be used for documentation of training received. When a member views the videotape, they will place their initials next to their name on the roster. The Division Commander will forward the completed roster and a course evaluation to the Director of Training for evaluation and filing in a course folder within a month of receiving the training videotape.
4. **Accreditation Training** - As an accredited agency, members are required be familiar with process involved.
 - a. **New Personnel** - When an individual is given an offer of employment by the Human Resources Division, it is required that they view orientation video training in Human Resources which will include the process, history, and emphasis of accreditation as well as topics on sexual harassment and communicable diseases. A form with the student's name documenting this training will be forwarded to the Training Division to initiate a Training Record for the new member and filed there. All newly appointed agency members will receive the following training:
 - 1) Accreditation process
 - 2) Orientation to the Office role, purpose, goals, policies, and procedures.
 - 3) Working conditions and regulations; and,
 - 4) Responsibilities and rights of members.
 - b. **Assessments** - During the each self assessment and re-accreditation and just prior to an on-site assessment, members of the agency will receive training in the accreditation process. It will include the history, the advantages and goals of accreditation, as well as accreditations impact on the agency.

F. Specialized Training

Advanced training is required for many specialized positions within the office. Whenever a member is selected for a position which requires specialized training, it is the responsibility of their immediate supervisor to ensure that they are scheduled for and receive that training and any on-the job training necessary prior to them executing the responsibilities of the position. After completion of on-the job training, the member's immediate supervisor will complete a memorandum documenting on-the job training received by the member. This memorandum will be placed within the member's training record in the Training Division.

A temporary exception is allowed where the job task can be accomplished with another qualified member in an on-the-job training capacity without any compromise to safety or quality of service issues.

1. Positions Requiring Advanced Specialized Training - The following sworn positions within the office have been identified as requiring specialized or advanced training either prior to assignment or immediately thereafter:

a. Sergeant

1) FDLE course: Line Supervision

b. Lieutenant and above

1) FDLE course: Middle Management

c. Detective

1) FDLE course: General Criminal Investigations

d. Canine Handler

1) Approved Canine Handler Course

e. Instructor

1) FDLE course: Instructor Techniques Workshop

f. Special Weapons and Tactics Team / Hostage Negotiator

1) Qualifying special tactical problems course of instruction, specialized crisis situation training

g. Tactical Dive Unit

1) FDLE course: Underwater Police Science

h. Crime Scene Detective/Technicians

1) FDLE course: General Criminal Investigations

2) Advanced course in crime scene processing and documentation, to include photography (conventional and digital) and sketches.

3) Assignment to existing crime scene technician for additional on-the-job training

i. Traffic Division

- 1) FDLE course: Traffic Radar and Laser (if laser equipment is assigned)
- 2) FDLE course: Intoxilyzer Operator
- 3) FDLE course: Motorcycle Operator (if applicable)

j. Special Operations Division and HITDA

- 1) Specialized course for the specific position applied for.

k. Aviation Division

- 1) FAA approved course for the type-rating required for the position

l. Accreditation Manager

- 1) Within one year of being appointment attend accreditation manager training from CALEA, CFA or FLA-PAC to include information on the essential components of the process, the standards manual, file maintenance, and panel interview process.

- 2. Update Training for Positions Requiring Advanced Specialized Training - It is the responsibility of the immediate supervisor of each position requiring specialized training to ensure that on-going and refresher training is received as required by the particular discipline as well as providing any support services needed. Due to the highly specialized nature of many of these positions, it is also incumbent upon the member to remain current in their area of specialization through specialized trade journals, association memberships, etc.

G. Non-certified Training

All members of the Sheriff's Office will, when an individual is given an offer of employment by the Human Resources Division, be required that to view an orientation training video in Human Resources which will include the process, history, and emphasis of accreditation as well as topics on sexual harassment and communicable diseases. A form with the student's name documenting this training will be forwarded to the Training Division to initiate a Training Record for the new member and filed there.

- 1. Positions Requiring Advanced Specialized Training - The following non-sworn positions within the office have been identified as requiring specialized or advanced training either prior to assignment or immediately thereafter:

a. Supervisor

- 1) FDLE course: Line Supervision

b. Director

- 1) FDLE course: Middle Management

c. Planning and Research

- 1) Specialized courses within the field

d. Crime Analysis

- 1) Specialized courses within the field

e. Data Processing / Information Management

- 1) Specialized courses within the field

f. Finance Division

- 1) Specialized courses within the field

g. Communications Division

- 1) Specialized courses within the field

H. Extended Training

1. Extended Training is any training scheduled for 40 hours or more. Considering the expenses incurred in sending an individual to such training, the Sheriff Office expects the skills, knowledge and information gained in such training to be utilized to the benefit of the organization and community.
2. Extended Training Agreement Form
 - a. Any member who requests to attend extended training will be required to complete an Extended Training Agreement form.
 - b. The form will detail the expenses of attending that school, course, training or seminar. The expenses include tuition or entry fees, travel expenses, lodging, food, salary and any incidental funds.
 - c. The form is an agreement that the Sheriff will send the individual to the defined extended training and that the member will use the skills, knowledge and information gained for the benefit of the Office and community for a period of time as follows:
 - 1) One-Year Obligation - **39 but less than 79 scheduled class hours, or the tuition cost is greater than \$1,000 but less than \$2,000**, the member is obligated to 1 year of service with the agency **beginning with** the completion date of the school.
 - 2) Two-Year Obligation - Greater than **79 scheduled class hours, or the tuition cost is greater than \$2,000**, the member is obligated to 2 years of service with the agency **beginning with** the completion date of the school. For example; FBI National Academy, South Police Institute, bomb technician, polygraph examiner, or other training that is more than **79** scheduled hours.
 - 3) **Travel time is not a part of the calculation for course cost.**
(Effective 2-21-2007)
3. Reimbursement
 - a. If the member fails to complete the extended training course they will be required to reimburse the Office all expenses associated with the course.
 - b. If the member fails to fulfill their obligation under the agreement, they will be required to reimburse the Office on a pro-rated basis from the completion date of the school to the separation date from the Office.

4. Request Form — Appendix 1
(Revised 3/9/2005)

Appendix 1

Chapter 55

Extended Training Agreement Form

Monroe County Sheriff's Office

Extended Training Agreement

Applicant's Name _____ Date Submitted _____

Title _____ ID # _____ Division _____

Course Title _____

Location _____ Hours Of Training _____

I, _____, am requesting attendance at the above titled training. I acknowledge that this training is:

_____ (initial) 39 but less than 79 scheduled class hours or the tuition cost is greater than \$1,000.00, but less than \$2,000.00 and as such I am obligated to 1 year of service with the agency beginning with the completion date of the school

_____ (initial) Greater than 79 scheduled class hours, or the tuition cost is greater than \$2,000.00 and as such am obligated to 2 years of service to with the agency beginning with the completion of date of the school

If I fail to fulfill this obligation, I will be expected to reimburse the Sheriff for the expenses incurred for that training, as outlined below.

Tuition _____

Hotel _____

Per diem _____

Travel _____

Salary _____

Total _____

Applicant Signature _____ Date _____

Applicant's Supervisor _____ Date _____

Sector Commander/Exe. Director _____ Date _____