

# Monroe County Sheriff's Office

## General Order

<b>CHAPTER:</b> 55		<b>TITLE:</b> Training
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### 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 members 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 Law Enforcement and is supervised by a Captain who is responsible to the Bureau of Law Enforcement Major. 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 available training;
  - 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 an oversight role, the committee evaluates the Training Division's performance in meeting the needs of the Office members. The Committee will consider Job Task Analysis course critiques and completed surveys as a needs assessment in recommending training programs.

a. **Training Advisory Committee Members** - The Training Advisory Committee is composed of the agency captains. The Training Advisory Committee Members make the selection and replacement of the members. The Training Advisory Committee chair is the Support Services Captain who reports to the Bureau of Law Enforcement Major.

b. **Committee Members** –The Training Advisory Committee will meet at least annually. During this meeting, the committee members will discuss the training issues relevant to their needs.

c. **Records** – Minutes of the Training Advisory Committee meeting will be documented and maintained within the Training Division.

[CALEA 33.1.1]

**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 hard copy certificate or an electronic certificate within the Training division's electronic files 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 or completed the necessary homework assignments for each section missed. Members who miss 10% or more of any course due to scheduled or unscheduled absences can not be given homework for the class sections missed. Members who miss 10% or more of any course must return to a later class (if available) to complete each section missed in order to receive credit for the course. Members who will miss more than 10% of any course due to a scheduled absence shall not be allowed to attend the course. 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. The member shall handle all unscheduled absences, e.g. sick, accidents, etc., as he/she would missing a scheduled day of work. The member shall, as soon as possible, notify his/her immediate supervisor and the Training Division. If the training is not agency-sponsored, the Training Division will notify the entity sponsoring the course of the member's unscheduled absence. The member is responsible for completing the required excused absence form for inclusion in the course folder for any training sponsored by any entity outside the Monroe County Sheriff's Office. If the unscheduled absence will result in the member missing 10% or more of the scheduled course, the member must attend a later course (if available) in order to receive credit for the course.

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. **Scheduled absences**- If a member recognizes that a scheduled absence, e.g. subpoena, vacation, etc., will cause him/her to miss any part of an agency-sponsored, in-service course they were scheduled to attend, he/she will submit a memorandum, through his/her immediate supervisor, to the division commander. The division commander will decide to approve/disapprove the member's attendance in the course. The division commander cannot approve a member's attendance, if the scheduled absence will result in missing 10% or more

of the course. This memorandum will be sent to the Training Division for inclusion in the course folder.

- c. **Unscheduled Absences** –Members who do not appear as scheduled will be subject to corrective action taken by his/her command staff. The period involving unauthorized absences shall be documented as time without pay on the member's time sheet.
- 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 complete the sign-in sheet as required. 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.

[CALEA 33.1.2]

**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, through Power DMS, for scheduling purposes, and the Training Division approves the training request through Power DMS. The member receives confirmation of his/her attendance through Power DMS.
- 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.

[CALEA 33.1.3]

- 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. This training must have been pre-approved on a Training Request Form with an attached Travel Voucher.

(Revised 4/23/13)

**5. Lesson Plans** - A lesson plan, approved by the Director of Training, is required for all courses presented through the Training Division. The development of lesson plans ensures that a subject is addressed completely and accurately. It provides continuity and standardization. [CALEA 33.1.4]

**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 personnel 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.

**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. [CALEA 33.1.5] [CFA 14.05]

Types of remedial training that will be administered includes but not limited to:

- Officer safety
- Report writing

- Driving
- Firearms
- Defensive Tactics

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. If the remedial training has to be conducted outside of Monroe County, the remediation will occur within 6 months. Under extraordinary circumstances when completion within the time frame is not possible, the training Captain or designee shall specify a date for completion and notify the member in writing.

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 are under the supervision of the Training Division. 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. The remedial training requirements shall be those requirements determined by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Division, at the time of the recruit's failure. The Support Services Captain 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) 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. 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. The records are also updated in the electronic database.

[CALEA 33.1.6]

Course Records - A copy of the lesson plan for each course will be maintained in the master lesson plan file and/or in the electronic database. The course folder will contain the attendance roster along with any other documentation associated with the course

[CALEA 33.1.7b]

## **B. Academy**

[CALEA 33.2.3]

In accordance with 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 may provide instructor staff, facilities, and other resources in support of the Institute of Criminal Justice's training staff to keep costs at a minimum when the Sheriff's Office has requested the recruit academy.

a) The instructors from the Sheriff's Office, when teaching on-duty, will be compensated by the Sheriff's Office and be covered by the Sheriff's Office liability insurance.



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.  
[CFA 14.09]

a. Selection - Members who apply with the Training Division for a full-time instructor's position must pre-qualify with the following conditions:

1) Performance Evaluation – have a “meets standards” or higher on his/her last performance evaluation.

2) Not have any sustained discipline in the 18-months prior to applying for a full time instructor's position.

b. Training Certifications - Members assigned full-time to the Training Division instructor staff will obtain the Florida Criminal Justice Standards and Training Commission high-liability instructor certifications as determined by the needs of the Sheriff's Office. 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 an academy course must have the following certifications:

1) Florida Criminal Justice Standards and Training Commission 64 hour 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**

[CALEA 33.4.1, 33.4.3]

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 a job-task analysis. 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.

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 additional 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.

[CALEA 33.4.3]

**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) The Training Division FTO coordinator, in conjunction with the lieutenant in each patrol district, will coordinate supervision of the Field Training Officer program. These two entities will work together on scheduling the rotation of recruit field assignments

**b. Scheduling**

- 1) Phase 1: Whenever possible, the Probationary Officer will complete Phase 1 in the district where he/she has received his/her patrol assignment. This phase is scheduled for fourteen 12-hour shifts.
- 2) Phase II: Whenever possible, the Probationary Officer will be scheduled to complete Phase II in a neighboring district. This allows the Probationary Officer to learn the geography of another patrol district. In addition, this allows the Probationary Officer to learn from a different Field Training Officer. This phase is scheduled for fourteen 12-hour shifts.
- 3) Phase III: Whenever possible, the Probationary Officer will complete Phase III in the patrol district he/she will be assigned to after successful completion of the FTO program. This phase is scheduled for fourteen 12-hour shifts.
- 4) Phase IV (Shadow Phase): Whenever possible, the Probationary Officer will be assigned to receive his/her final phase of training with the Field Training Officer he/she was first assigned to work with. This phase is scheduled for five-seven 12-hour shifts.

- 5) The Probationary Officer will be assigned training tasks and resource materials in the web-based training system. A test is assigned to each task. The Probationary Officer cannot move from one phase to the next without successfully completing all training tasks/tests assigned to the phase he/she is currently completing. The Training Division FTO coordinator and the district lieutenant will ensure that the tasks/tests have been successfully completed prior to moving the Probationary Officer to the next training phase. In addition to the tasks/tests, the Probationary Officer must successfully complete a mock or actual scenario for each task that requires a scenario and successfully prepare a mock or actual report for each task that requires a report (a complete listing of the tasks/scenarios/reports can be found in the FTO Task and Daily Training Plan book).
- 6) The district lieutenant will update the District 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 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 Probationary Officer and Field Training Officers, and then place them into the member's training file.
- 9) 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 may require annual retraining.

1. Mandatory Retraining Requirements – The Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission, establishes mandatory retraining requirements. These requirements are listed on the FDLE website. The Sheriff's Office members receive the training required by FDLE.
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. Training includes but is not limited too: legal, ethics, discretion, interrogation and interviewing techniques, use of force, emergency medical services, performance evaluations, hazardous materials incidents, report writing, crime prevention, victim/witness rights.  
[CALEA 33.5.1]
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. This training will be documented in the electronic roll call log. [CALEA 33.5.2]
4. Accreditation Training - As an accredited agency, members are required to be familiar with the 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:  
[CALEA 33.2.4, 33.7.1]

- 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.  
[CALEA 33.5.3]

## **F. Specialized Training**

[CALEA 33.6.1]

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 for the member to perform the functions of the specialized position.

**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 as soon as practical.

**a. Sergeant**

- 1) Line Supervision Course

**b. Lieutenant and above**

- 1) Middle Management Course

**c. Detective**

- 1) General Criminal Investigations Course

**d. Canine Handler**

- 1) Approved Canine Handler Course

**e. Instructor**

- 1) Instructor Techniques Workshop Course

**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) Underwater Police Science Course

**h. Crime Scene Detective/Technicians**

1) General Criminal Investigations Course

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) Traffic Radar and Laser (if laser equipment is assigned) Course

2) Intoxilyzer Operator Course

3) Motorcycle Operator (if applicable) Course

**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**

[CALEA 33.7.2]

All members of the Sheriff's Office will, when an individual is given an offer of employment by the Human Resources Division, be required 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) Line Supervision Course
- b. Director
  - 1) Middle Management Course
- 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  
 Revised 01/25/10

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's 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 employee 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, 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 employee will use the skills, knowledge and information gained for the benefit of the Office and community for a period of time as follows:

Course length	40-79 hours	One (1) year	
	80 or more hours	Two (2) years	
Course tuition	Greater than \$1,000.00 but less than \$2,000.00		One (1) year
	\$2,000.00 or more		Two (2) years

As a condition of voluntarily attending lengthy or expensive training, If an employee does not stay employed with the agency for the specified time, he or she must reimburse the agency a pro rata share of tuition, travel, per diem, lodging, and incidental expenses incurred for the training. Employees attending FDLE certified Instructor Courses will be permitted to satisfy the extended training agreement by teaching double the number of hours the employee spent in training. Employees will not be required to reimburse any share of employee salary.

1) Travel time is not a part of the calculation for course cost.

(Effective 2-21-2007)

3. Reimbursement

a. If the employee fails to complete the extended training course they will be required to reimburse the Office all expenses associated with the course.

b. If the employee fails to fulfill the obligation under the agreement, he or she 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

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) 40-79 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 training.

\_\_\_\_\_ (initial) 80 or more scheduled class hours or the tuition cost is \$2,000.00 or greater and as such I am obligated to 2 years of service with the agency beginning with the completion date of the training.

\_\_\_\_\_ (initial) an FDLE certified Instructor Course and I will satisfy this extended training agreement by teaching double the number of hours spent in training for the MCSO.

If I fail to fulfill this obligation, I promise to pay the Sheriff for the expenses incurred for that training, as outlined below.

Tuition \_\_\_\_\_  
 Hotel \_\_\_\_\_  
 Per diem \_\_\_\_\_  
 Travel \_\_\_\_\_  
 Incidentals \_\_\_\_\_  
  
 Total \_\_\_\_\_

**THIS IS A LEGALLY BINDING AGREEMENT. DO NOT SIGN IT IF YOU DO NOT UNDERSTAND IT. DO NOT SIGN IT IF YOU ARE NOT WILLING TO ACCEPT THE FINANCIAL OBLIGATION.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Captain/Director \_\_\_\_\_ Date \_\_\_\_\_

Bureau Chief \_\_\_\_\_ Date \_\_\_\_\_