

MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 055		TITLE: Training	
EFFECTIVE DATE: June 8, 2009	NO. PAGES: 14	REVIEWED/REVISED: December 5, 2022	
 Sheriff of Monroe County			

I. **PURPOSE:** The purpose of this directive is to establish guidelines for efficient and effective training for all members of Monroe County Sheriff's Office (MCSO).

II. **DISCUSSION:** This directive shall apply to all MCSO. Proper training is one of the most important responsibilities. 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 (BLE), the Bureau of Corrections (BOC) and the Bureau of Administration is supervised by a Lieutenant who is responsible to the Undersheriff. Members who are assigned full-time to Training as instructors act as supervisors over their classes, with requisite responsibilities.

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 MCSO.

- 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 employee files and training records in accordance with Florida Statute Chapter 119 Public Records;
- e. Notifying commanders of member's compliance with required training;
- f. Selecting instructors

2. **Attendance:** Members scheduled for training must successfully complete all content areas of the program in order to 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 return to a later class and complete each section missed or complete the necessary homework assignments. Members who miss 10% or more of any course due to scheduled or unscheduled absences cannot be given homework for the class sections missed, in which case, the member must return to a later class 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 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 miss a scheduled day of work by notifying his/her immediate supervisor and the Training Division as soon as possible. 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 outside entity. . If the unscheduled absence will result in the member missing 10% or more of the scheduled course, the member must attend a later course in order to receive credit for the course.

- a. **Mandatory Training:** The Training Division 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, technique applied or device used.
 - b. **Scheduled absences:** If a scheduled absence, e.g. subpoena, vacation, etc., will cause a member to miss any part of a scheduled agency-sponsored in-service course, he/she will submit a memorandum, through their immediate supervisor, to the district commander who will approve/disapprove the member's attendance in the course. The district 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 to ensure the attendance sheets are placed into the course folder. It is the responsibility of the student who attends any outside course to provide a certificate of completion for the course. 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 (FDLE).
3. **Requests for Training and Reimbursement:** Any member interested in a particular course must receive approval prior to attending that course.
- a. **Annual Retraining Module (ARM):** ARM training is provided by the Training Division. Approval is obtained from the member's immediate supervisor through PowerDMS for scheduling purposes and the Training Division approves the training request through PowerDMS. The member receives confirmation of his/her attendance through PowerDMS.
 - b. **Academy, In-service or Other Outside the Office Training:** Training requests for courses not provided by the Training Division are to be submitted to Training through the member's chain of command on the MCSO Training Application Form and must include a completed Travel Voucher with the dates and cost of course, expected hotel and per diem expenses, airfare charges and course registration materials. Some in-service training only requires an e-mail to sign up. Follow the instructions on the training announcement or e-mail that is sent out informing members of the training.

- c. Reimbursement: Members attending a training function must document the actual time spent in training on the MCSO Time Sheet, which is signed by the member's immediate supervisor.
 - 1) Within Monroe County: In compliance with the Fair Labor and Standards Act, MCSO 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) Patrol and Corrections bargaining unit members will be compensated for travel time to and from training that is:
 - a) Mandatory;
 - b) Occurs while the member is off duty; and
 - c) Is held at a location that is more than a one hour drive time from the member's duty station.
 - 3) "Travel time," for purposes of paragraph 2) above, will be determined by using Google Maps "travel time" between the address of the member's duty station and the address of training.
 - 4) Outside Monroe County: Actual travel time to out-of-county courses will be counted as on-duty work hours. This training must be pre-approved on a Training Application Form with an attached Travel Voucher.
- 4. Lesson Plans: A lesson plan, approved by the Training Director, 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.
 - 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 with the lesson plan to the Training Director for approval. All tests, when completed, will be placed in the course folder or member's training file.
 - 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.
5. 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.
- a. Types of remedial training that will be administered include, but are not limited to:
 - 1) Officer safety
 - 2) Report writing
 - 3) Driving
 - 4) Firearms
 - 5) Defensive Tactics
 - b. Remedial training will be provided to employees for the following reasons:
 - 1) At the request of the employee
 - 2) At the request of the employee's supervisor or commander
 - 3) The employee failed to acquire the minimum skills level in training programs
 - 4) The employee was identified for remedial training by the administrative and inspections process for disciplinary purposes
 - c. Remedial training will be scheduled at the earliest possible date.
 - d. 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 Director or designee shall specify a date for completion and notify the member in writing.

- e. Employees assigned to remedial training will not be released from training until they have acquired the minimum skills level required by MCSO.
 - f. Non participation or failure to complete remedial training or achieve the minimum skills levels in remedial training will be reported to the Training Director for administrative action.
 - g. 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 FDLE, Criminal Justice Standards and Training Commission (CJSTC) at the time of the recruit's failure. The Training Director 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.
 - h. 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 Occupational Safety and Health Administration (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 district commander and to the Training Director 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 district 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 Training Director for immediate remediation as soon as an instructor and a facility can be made available. The member's district 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 MCSO 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 affected 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 Division. The records are also updated in the electronic database.

7. 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.

B. Instructor Staff: Properly qualified instructors are an essential element of any successful training effort. All staff and adjunct instructors of MCSO will obtain a Florida State CJSTC 64-hour Instructor Techniques Workshop certification prior to serving as the lead instructor in any academy 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.
2. Selection: Members who apply with the Training Division for a full-time instructor's position must pre-qualify with the following conditions:
 - a. Performance Evaluation: have a "meets standards" or higher on his/her last performance evaluation.
 - b. Not have any sustained discipline in the 18 months prior to applying for a full-time instructor's position.
3. Training Certifications: Members assigned full time to the Training Division instructor staff will obtain the Florida CJSTC high-liability instructor certifications as determined by the needs of MCSO. Additional specialty instructor certifications may be required for specific disciplines as determined by the Training Director. All certifications will be kept current as required by each certifying organization, including refresher training recommended, unless exempted by the Training Director.
4. High-liability Courses: An instructor certification is required in each CJSTC high-liability designated course prior to teaching in that discipline.
5. 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 Training Director will review previous course critiques of adjunct instructors prior to deciding to schedule them to instruct additional courses.
6. Training Certifications: Members assigned to teach an academy course must have the following certifications:
 - a. Florida CJSTC 64-hour Instructor Techniques Workshop (ITW) course.
 - b. High-liability Courses: An instructor certification is required in each CJSTC high-liability designated course prior to teaching in that discipline.
7. Contract Instructors: Highly specialized instruction may require the use of outside training

organizations or instructors. Each contract will be coordinated by the Training Director regarding purchase orders, curriculum, certification, facilities, equipment use, evaluations, etc.

C. Academy and Specialty Courses: In accordance with the requirements of the Florida CJSTC, all academies and specialty certification courses approved by the Commission will be taken through one of Florida's commission-certified training schools. The primary provider for academy service to MCSO is the Florida Region XIV School, College of the Florida Keys (CFK), Institute of Criminal Justice.

1. Recruit Academies: The MCSO 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.
 - a. Costs: The CFK Institute of Criminal Justice will provide MCSO 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.
 - b. Instructor Staff Support: MCSO 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 MCSO has requested the recruit academy.
 - 1) The instructors from MCSO, when teaching on-duty, will be compensated by MCSO and be covered by MCSO liability insurance.
 - 2) A member may teach at the academy while off duty, and all compensation and legal liability will be the responsibility of the CFK Institute of Criminal Justice. Even though the member is teaching while off-duty, the member must still conform to all of the policies, procedures and general orders of MCSO. A member teaching off-duty shall be held accountable for his/her conduct as if he/she were on duty.
 - c. Course Coordination: In recruit academies requested by MCSO, in addition to a CFK Institute of Criminal Justice staff class coordinator, a coordinator from the MCSO Training Division will be assigned to the class. Their responsibilities include:
 - 1) Ensuring that each recruit is provided with training outlining both MCSO and academy rules and regulations regarding testing, evaluation, fitness and proficiency requirements
 - 2) Scheduling MCSO recruits to receive additional training on agency policies, rules, rights and regulations
 - 3) Having daily contact with the class whenever possible for the purpose of:
 - a) Answering questions
 - b) Conducting inspections
 - c) Scheduling daily class training and work assignments
 - d) Completing payroll time sheets
 - e) Acting as a liaison between the class and the Sheriff's Office
2. Specialty Courses:

- a. The Florida CJSTC maintains a list of salary incentive advanced training, specialized training and instructor training courses. To attend one of these specialty courses, a deputy must receive the approval of his/her district commander and the Training Director. The request must be submitted to Training on an MCSO Training Application Form. Whether locally or not, a member may not attend a salary incentive course, advanced training course, specialized training course or instructor training course without prior approval of his/her district commander and the Training Division commander.
 - b. The MCSO Training Division will advise the CFK Institute of Criminal Justice on the general needs of the agency for specialized certification courses throughout the year.
3. Other Academies/Training Agencies: Occasionally, other academies or training agencies will provide courses or seminars which meet a specific need not offered by the CFK Institute of Criminal Justice for either recruit, in-service or a specialty course. Whenever possible, the primary provider of services, the CFK Institute of Criminal Justice, will be used. If they are 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 training agency to minimize the cost to MCSO before enrolling in another area. In all cases, the request must be submitted to Training on an MCSO Training Application Form. A member may not attend without prior approval of his/her district commander and the Training Director. 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.

- D. Recruit Training:** No member employed in a certified position within MCSO 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.

Basic Recruit Training: The FDLE CJSTC 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.

- E. 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 MCSO 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 performed 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 weeks (160 hours) in length.

1. Field Training Officers (FTO):

- a. All members utilized as FTOs shall first successfully complete the Florida CJSTC course entitled "Field Training Officer". Any recruit who spends their assigned workday with a member who is not a designated FTO cannot count that time towards the completion of the required program.
- b. Members who have a minimum of 2 years' experience may submit a memorandum, through their chain of command, to their district commander for consideration as an FTO.
- c. FTOs will be selected by their respective district commanders from members who have completed the required CJSTC FTO course and have the minimum 2 years of experience.

- d. The Training Division FTO coordinator, in conjunction with the lieutenant in each patrol district, will coordinate supervision of the FTO program. These two entities will work together on scheduling the rotation of recruit field assignments. The FTO reports to the Field Training Supervisor (FTS). The FTS reports to the Training Division.
 - 1) Road Patrol: The FTS is the district lieutenant
 - 2) Bureau of Corrections: The FTS is the administrative sergeant
 - 3) Civilian: The FTS is the division supervisor/director

2. Scheduling

- a. Phase I: 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.
- b. Phase II: Whenever possible, the probationary officer (PO) will be scheduled to complete Phase II in their home district. Whenever possible, the PO will be scheduled with a different FTO from this district. This allows the probationary officer to learn from a different FTO. This phase is scheduled for fourteen 12-hour shifts.
- c. Phase III: Whenever possible, the PO 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.
- d. Phase IV (Shadow Phase): Whenever possible, the probationary officer will be assigned to receive his/her final phase of training with the FTO he/she was first assigned to work with. This phase is scheduled for two to four 12-hour shifts.
- e. The FTO is responsible for completing the task lists and the Daily Observation Reports (DOR) for each probationary officer assigned to them. The Standard Evaluation Guidelines for the FTO to evaluate the PO are found in the Probationary Officer's Manual.
- f. The probationary officer will be assigned training tasks and resource materials in the web-based training system. A test is assigned to most tasks. 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 located in the Law Enforcement Field Training Applications (LEFTA).
- g. The district lieutenant will update the district commander weekly of the status of each recruit in the program.
- h. The FTO assigned to the final phase of evaluation will complete an End of Phase Report (in LEFTA) and a Successful/Unsuccessful completion memorandum and forward them to the district lieutenant.
- i. The district lieutenant will ensure that LEFTA is complete and then forward the LEFTA and the Successful Completion of FTO Program memorandum to the Training Sergeant. The

Training Sergeant will review LEFTA and program evaluations completed by the FTOs and then place the memorandum into the member's training file.

- j. The Training Director is responsible for updating the Field Training Program and manuals as needed.
- F. 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 FDLE to maintain certification. In addition, OSHA, accreditation standards, court-mandated training, specific weapons training and other certifying organizations may require annual retraining.
1. All sworn members, and civilians as determined by MCSO, will receive educational mental health training which includes Post-Traumatic Stress Disorder (PTSD) awareness, prevention, mitigation and treatment.
 2. Mandatory Retraining Requirements: FDLE CJSTC establishes mandatory retraining requirements. These requirements are listed on the FDLE website. MCSO members receive the training required by FDLE.
 3. Annual Retraining Module (ARM): MCSO has adopted 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.
 4. Annual In-service Training: Training includes, but is not limited to, 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, and review of the pursuit policy.
 5. Shift Briefing Training: Training at shift briefings will be used for useful topics and to keep deputies current between their attendances at ARM. This training will be documented in the electronic roll call log.
 6. New Personnel: When an individual is given an offer of employment by the Human Resources Division, it is required that they view an orientation video in Human Resources which includes 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 prior to completion of the field training program:
 - a. Accreditation process
 - b. Orientation to the office role, purpose, goals, policies and procedures
 - c. Working conditions and regulations; and
 - d. Responsibilities and rights of members
 7. Accreditation Training and Assessments: As an accredited agency, members are required to be familiar with the process involved. During 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 accreditation's impact on the agency.
- G. 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 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. Bomb Squad – FBI Hazardous Devices School and recertification every 3 years
 - b. Sergeant – Line Supervision Course
 - c. Lieutenant and above – Middle Management Course
 - d. Detective – General Criminal Investigations Course
 - e. Canine Handler – Approved Canine Handler Course
 - f. Instructor – Instructor Techniques Workshop Course
 - g. Special Weapons and Tactics Team/Hostage Negotiator – Qualifying special tactical problems course of instruction, specialized crisis situation training
 - h. Tactical Dive Unit – Underwater Police Science Course
 - i. 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
 - j. Traffic Division
 - 1) Traffic Radar and Laser (if laser equipment is assigned) Course
 - 2) Intoxilyzer Operator Course
 - 3) Motorcycle Operator Course (if applicable)
 - k. Special Operations Division and HITDA – Specialized course for the specific position applied for.
 - l. Aviation Division – FAA-approved course for the type-rating required for the position
 - m. Accreditation Manager – employees assigned to the position shall receive specialized accreditation manager training within one year of being appointed and shall be responsible for providing appropriate training to other agency personnel assigned to the accreditation process.
 - n. School Crossing Guard – Annual School Crossing Guard Course

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.

H. Sworn Training:

1. Annual Training
 - a. Firearms qualification
 - b. Use of Force training
 - c. Taser training
 - d. First Aid Refresher
 - e. Defensive Tactics Refresher
 - f. Infectious Disease
 - g. OC Spray
 - h. Opioid Training
 - i. ICS
2. Biennial Training
 - a. Less-lethal weapons training
 - b. CPR training
 - c. Ethics
3. Mandatory training classes as required by CJSTC
4. Legal updates as provided by CBT or the Police Legal Advisor

I. Non-certified Training:

1. All newly hired members of MCSO will 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.
2. Positions Requiring Advanced Specialized Training: The following non-sworn positions have been identified as requiring specialized or advanced training either prior to assignment or immediately thereafter:
 - a. Supervisor – Line Supervision Course

- b. Director – Middle Management Course
- c. Crime Analysis – Specialized courses within the field
- d. Data Processing/Information Management – Specialized courses within the field
- e. Finance Division – Specialized courses within the field
- f. Communications Division – Specialized courses within the field and biennial CPR training
- g. All positions – Annual Mental Health and biennial Ethics training

J. 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, MCSO 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 voluntarily 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 MCSO 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 but less than \$2,000	One (1) year
	\$2,000 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. Travel time is not a part of the calculation for course cost.

3. Reimbursement

- a. If the employee fails to complete the extended training course they will be required to reimburse MCSO 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 MCSO on a pro-rated basis from the completion date of the school to the

separation date from MCSO.

4. Request Form — Appendix

Appendix

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's Signature _____ Date _____

Applicant's Supervisor _____ Date _____

Captain/Director _____ Date _____

Bureau Chief _____ Date _____