

Germantown Police Department

Policies and Procedures

Number: 1-8
Effective Date: January 1, 2003
Subject: Civilian Training
Previous Revisions:

I. PURPOSE

The purpose of this policy shall be to establish guidelines for the training and retraining requirements of civilian members of the Germantown Police Department.

II. POLICY

It is the policy of the Germantown Police Department to provide on-going and up to date training for all civilian members of the Department to ensure that these members are able to perform their job duties in an efficient and an effective manner.

III. PROCEDURE

A. Requirements:

1. All newly appointed civilian members of the Police Department shall be trained based on job task analysis, which shall include, but not be limited to, the following:
 - a. Orientation to the Police Department's role, purpose, goals, policies, and procedures
 - b. Working conditions and regulations
 - c. Employee rights and responsibilities
2. In addition to orientation, civilian employees of the Police Department shall receive initial training prior to the assumption of their duties. This training may consist of the following:
 - a. Legal issues
 - b. Safety

- c. Coordinate responsibilities to his/her respective assignment
 - d. Technical and procedural aspects of assignment
 - e. Dealing with the public
3. Civilian members shall receive annual retraining scheduled by appropriate supervisory authority in order to update job skills, enhance job knowledge, and maintain necessary certifications. The following positions are included:
 - a. Communications Dispatcher/Jailers
 - b. Secretaries
 - c. Records - Data Entry/Clerks
 - d. School Crossing Guards
4. Training of civilian members of the Department shall be coordinated by the respective Division Commander or Manager.
5. Civilian personnel will be responsible for submitting copies of all training documents and certificates to the unit upon completion of job related classes.

IV. REVIEW PROCESS

An annual review of this policy will be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.