



GENERAL ORDER

MINOCQUA POLICE DEPARTMENT

SUBJECT: **EMPLOYEE TRAINING**

SCOPE: All Department Personnel
DISTRIBUTION: General Orders Manual

REFERENCE: WI State Statute: 165.85(4)(a)(7)

NUMBER: 12.02
ISSUED: 05/08/2020
EFFECTIVE: 05/18/2020
 RESCINDS
 AMENDS
WILEAG 5TH EDITION
STANDARDS: 12.2.1, 12.2.2,
12.2.5, 12.2.9

INDEX AS: Annual Training
Remedial Training
Training
Training Records

PURPOSE: The purpose of this General Order is to establish guidelines for a Departmental training program that will provide a continuum of training based upon an assessment of needs for the Minocqua Police Department, as well as the individual needs of employees.

This General Order consists of the following numbered sections:

- I. POLICY
- II. ANNUAL IN-SERVICE TRAINING
- III. REMEDIAL TRAINING
- IV. OUTSIDE TRAINING/TRAVEL REIMBURSEMENT
- V. TRAINING RECORDS

I. POLICY

- A. It is the policy of the Minocqua Police Department to provide training to all employees in order to promote Departmental efficiency and effectiveness; to establish and maintain standards of excellence in performance and service; and to achieve the maximum development of each employee's potential.

II. ANNUAL IN-SERVICE TRAINING

- A. Pursuant to WI State Statute 165.85(4)(a)(7) all sworn officers shall complete at least 24 hours of annual re-certification training. Officers who do not complete 24 hours of re-certification training will be subject to de-certification. Officers de-certified by the Wisconsin Training and Standards Bureau may be terminated from the Minocqua Police Department.
- B. The intent of annual re-certification training is to meet state-mandated 24-hour training requirements, as well augment previous training and skills with current information regarding changes in legislation, advances in technology, revisions in policy, and areas of special interest and skill.
 - 1. The state mandated training referred to above is met when an officer completes in any combination at least 24 hours of:
 - a) State approved in-service training provided by their employer; and/or
 - b) Instruction from schools which offer state approved recertification training.
- C. Departmental training/meetings shall be provided and utilized to provide information on items such as new laws, directives/policies, amended policies, new equipment, etc. Departmental training/meetings shall also be used to update officers on officer safety issues and other tactical concerns. Low level DAAT and firearms drills may also be incorporated into Departmental training/meetings as coordinated by the Departmental DAAT and Firearms Instructors and rotation Supervisors.

III. REMEDIAL TRAINING

- A. Remedial training is defined as personalized training used to correct a specific deficiency which may have been identified through:
 - 1. Performance evaluations;
 - 2. Evaluations during field training;
 - 3. Observations by a supervisor during routine duties;
 - 4. Following a sustained complaint by a citizen or other source.
- B. Upon recommendation of an employee's supervisor, remedial training shall be scheduled for employees who:
 - 1. Consistently demonstrate a lack of skill, knowledge, or ability in the performance of job-related skills;
 - 2. Have been disciplined for conduct which can be corrected through remedial training.
- C. When a supervisor determines that an employee needs remedial training, they shall forward a memo to the Chief of Police stating the deficiency. The Chief of Police shall make a determination of the stated need and recommend a course of action to correct any deficiency found.
- D. Personnel in need of remedial training shall be notified in writing and informed of the reason for the need, as well as the date, time and location of the remedial training.
- E. Upon completion of remedial training, all test scores, certifications, or other pertinent documents shall be forwarded to the Chief of Police for evaluation and inclusion in the employee's personnel file.
- F. Failure to participate or respond to remedial training may result in a recommendation for disciplinary action.

IV. OUTSIDE TRAINING/TRAVEL REIMBURSEMENT

- A. When an employee is selected to attend a departmentally-approved training, the Minocqua Police Department shall pay for or supply the following, if applicable:
1. All costs associated with the actual training:
 - a. Registration Fee.
 - b. Books or Supplies required for the training.
 2. The Department will pay for transportation expenses as follows:
 - a. A department owned vehicle will be assigned for transportation to training, if available.
 - b. If an employee is required to use a private vehicle for transportation to training, mileage will be reimbursed to the employee whose car was driven in accordance with Section 17.02 of the Collective Bargaining Agreement;
 - c. Employees assigned to training at the same time and location shall car pool unless prior arrangements have been approved by the Chief of Police.
 - d. If an employee chooses to drive his own private vehicle, rather than use an available department vehicle or join the available car pool, no mileage stipend will be paid unless prior approval has been granted by the Chief of Police.
 - e. If the training is at a location that makes it more cost effective for the employee to fly, the Department shall arrange for and pay round trip air fare and ground transportation at the best available rate. Upgrades incurred by the employee will be at the employee's expense.
 3. The Department will reserve and pay for lodging for the employee at an establishment that provides a "government" rate on site or as close as practical to the training site in the following circumstances:
 - a. The training spans consecutive days at a location more than 100 driving miles from the Minocqua Police Department.
 - b. Lodging on the night prior to training will be paid if the employee would be reasonably required to leave from the Minocqua Police Department prior to 5:00 a.m. to arrive to the training on time.
 - c. Lodging on the night following the end of the training will not be paid by the Department unless prior approval has been granted by the Chief of Police.
 - d. Lodging expenses will not be paid if accommodations are included in the cost of the training.
 - e. The Department pays for the room only. Any incidentals are the responsibility of the employee.
 4. Meal expenses for the employee incurred as a result of attending training that requires overnight lodging shall be reimbursed as follows:
 - a. Breakfast - no more than \$15.00
 - b. Lunch - no more than \$15.00
 - c. Dinner - no more than \$25.00

- d. Meal expenses incurred as a result of attending training that does not require overnight lodging will not be reimbursed unless authorized by the Chief of Police.
 - e. No reimbursement will be given for meals which are included in the cost of the training.
 - f. Expenses incurred for the purchase or consumption of alcoholic beverages will not be reimbursed.
 - g. Tips will not be reimbursed.
- 5. Parking; and
 - 6. Other authorized expenses.
- B. At the discretion of the Chief of Police, special arrangement between the Police Department and individual employees may be made for sharing the costs of lodging, meals, tuition, and/or other related expenses.
 - C. Expenses shall be summarized on a Minocqua Police Department Expense Report and forwarded to the Department Confidential Secretary within fourteen (14) days.
 - D. Employees shall obtain and submit itemized receipts for any costs paid or reimbursed by the Department.

V. TRAINING RECORDS

- A. The Department shall maintain a training record for each employee. The Lieutenant shall maintain a "master" training record for each employee which permanently documents the attendance of Departmental personnel at training sessions. The record shall include:
 - 1. Training registration application/confirmation
 - 2. Type of training.
 - 3. Title of training.
 - 4. Date and number of hours of training; and
 - 5. Location of training.
 - 6. Lodging and travel arrangements as required, including expense receipts
 - 7. Course curriculum
 - 8. Completion certificate, training diploma certificate, etc. (if employee is provided one)
- B. Upon successful completion of a training course, employees shall provide a copy of the certificate of completion, to the Lieutenant.
- C. For all training the Department conducts, records will be kept that include course content (lesson plans), names of agency attendees, and performance of individual attendees as measured by tests, if administered.

- D. Department members attending training outside the Department should always take a Department vehicle if one is available. Employees will not be reimbursed for mileage if he/she declines to use a Department vehicle when one was made available. If no Department vehicle is available, and the employee utilized his/her personal vehicle with prior approval from the Chief of Police, the employee shall be compensated for mileage in accordance with Section 17.02 of the Collective Bargaining Agreement.

David J. Jaeger

David J. Jaeger
Chief of Police

This General Order cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 10/23/2018