

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Personnel / Administrative Policies		P&P-D-119
Specialized Training / Career Development		
Effective Date: 06-02-15 Supersedes: 06-04-13	Approval: Sheriff	Number of Pages: 7
References:	Reevaluation Date: Annually	Standards: CALEA 33.6.1, 33.8.3, 33.8.4 COM 5.2.10

I. POLICY

It is the policy of this Office to select the most qualified candidates for special assignment, special duty and special unit positions. In addition to qualifications that may already be possessed by these individuals, the Office will provide any specialized training that may be needed for these positions in order to perform specific functions. In addition, this Office encourages personal career development through the announcement of upcoming training opportunities offered in the surrounding area.

II. SPECIALIZED TRAINING PURPOSE

The purpose of specialized training is to provide:

- A. Development and enhancement of the skills, knowledge and abilities particular to the specialization.
- B. Supervised on-the-job training if appropriate.
- C. Any re-training requirements as determined by the member's respective division captain.

III. SPECIALIZED TRAINING DESCRIPTION

Specialized training will be provided for those functions and assignments requiring training for specialized skills, knowledge, and abilities beyond those gained in basic training or other post-academy training. Additional specialized training will be provided to those functions selected by the supervisory staff or to those officers required by virtue of promotion or assignment to have specialized skills.

Positions/assignments which require specialized training include, but are not limited to:

- Traffic Team
- Victim Advocate
- Crime Scene Technicians
- K-9
- Special Weapons and Tactics (SWAT)
- Field Training Officer (FTO)
- Bomb Team
- Haz Mat Team
- Motorcycle Team
- Drug Recognition Expert (DRE)
- Crisis Intervention Team (CIT)
- Armorers
- Law Enforcement Instructors (i.e. ACT, Firearms, Taser, etc)

- Wildland Fire Handcrew
- Communications Training Officer (CTO)
- Incident Dispatch Team (IDT)

The division captain and supervisors will assess the training needs of employees newly assigned to special assignments, special duty and special unit positions. Those needs will be met as soon as reasonably possible. Please see Appendix A for a listing of the specialized training and retraining requirements for each listed position.

IV. CAREER DEVELOPMENT

All office personnel are encouraged to advance their skills and knowledge through career development classes. Periodically, the training department will announce various classes that are available in the surrounding area. If an employee is interested in any of the classes offered or has information on a class not announced, they will notify their supervisor to discuss the ability to attend the class.

If the class requires authorization, a training request form will be completed by the employee and submitted through their chain of command for approval.

V. HIGHER EDUCATION

The Douglas County Sheriff's Office encourages its members to achieve a higher level of education in subjects that pertain to their field of work, in the following ways:

A. Tuition Reimbursement.

After one year of regular employment, County employees are eligible to apply for tuition assistance for job-related course work (refer to P&P-L-109, *Benefits*). There is an annual maximum of \$2,000.00 per regular full-time employee, and \$1,000 for regular part-time (at least .5) employees. Eligibility for this benefit ceases upon the effective date of separation from the County. If the separation occurs after tuition reimbursement approval, but prior to course completion, the approval shall be rescinded. For more information, contact the Human Resources Department. (This program is subject to funding availability and may be suspended due to budgetary issues).<33.8.4c>

B. Promotional Selection Process.

This agency recognizes the benefit of promoting agency personnel who have a college education. During a file review for the promotional process, candidates receive 1 point for every 15 semester hours of college credit. This advantage could lead to promotion and a possible salary increase for the employee with a college education. It is not, however, a guarantee that the employee will be selected for a promotion strictly on the fact that they have a college education. (See P&P-D-109, *Promotions/Demotions*, for further information on the selection process). <33.8.4b>

By Order of the Sheriff

Appendix A

Specialized Training Requirements

Specialized Unit	Initial Training/Requirements	Recertification/Recurring Training
CIT	<ul style="list-style-type: none"> · P.O.S.T. approved 40-hour CIT training 	<ul style="list-style-type: none"> · None
Bomb Team	<ul style="list-style-type: none"> · DHS Hazardous Device School · All team members are required to meet the training standards outlined in the U.S. Department of Justice National Guidelines for Bomb Technicians. · All members must attend and graduate from the Hazardous Devices School at the U.S. Army Redstone Arsenal, located in Huntsville, Alabama. · Prior to attending Hazardous Devices School, new team members must have completed Hazmat Technician training that meets requirements set forth in 29 CFR 1910.120(q)(6)(iii). 	<ul style="list-style-type: none"> · Hazardous Device recertification every three years. · A minimum of 192 hours of training per year, to include: <ul style="list-style-type: none"> ○ A minimum of 40 hours of explosive related training, to include the safe use of live explosives through practical applications ○ Team trainings ○ International Association of Bomb Technicians and Investigators (IABTI) meetings and trainings, etc. · A minimum of 40 hours per year of outside training, to include regional trainings and training with other agencies.
Motorcycle Unit	<ul style="list-style-type: none"> · Basic motorcycle training and monthly training as available, based on the weather and schedules. · All motorcycle training will be in accordance with the law enforcement training program for motorcycles, approved by the Sheriff's Office. All training institutions must be approved by the Sheriff's Office before utilized for training. 	<ul style="list-style-type: none"> · Annual re-certification.
Traffic Team	<ul style="list-style-type: none"> · Must have completed Patrol FTO program. · Must complete Level 1, Level 2 and Level 3 - Accident Reconstruction within 3 years. 	<ul style="list-style-type: none"> · Accident Reconstruction through bi-annual training.

SWAT Team	<ul style="list-style-type: none"> · All Members: Monthly agency training · Snipers: Basic sniper specialized training – approximately 40 hours. 	<ul style="list-style-type: none"> ← None
K-9 Team	<ul style="list-style-type: none"> · All K9 handlers must meet specialized training requirements to handle a DCSO K9. The canine lieutenant will appoint the designated trainer and will ensure all training is developed by the designated trainer in conjunction with the sergeant. · The canine sergeant will assure each canine team receives a sufficient number of training hours to ensure the team can meet or exceed standards. Twenty eight hours of training a month must be completed to maintain the skill level required for certification. · All Sheriff's Office canines will be trained and certified in accordance with established standards as set by the Canine Unit trainer, sergeant, and lieutenant. · Canines must be certified before being used for narcotic detection. 	<ul style="list-style-type: none"> · A certified narcotic detector canine will be evaluated and certified annually to validate the canine's capability and level of performance.
Armorers	<ul style="list-style-type: none"> · 8hr class per weapon type. 	<ul style="list-style-type: none"> · Recertification every 3yrs
HazMat team	<ul style="list-style-type: none"> · Basic Training Course · Operator Course · Technician Course · Specialist Course · Courses offered by numerous organizations following OSHA guidelines. 	<ul style="list-style-type: none"> · Recertification every 3yrs
Drug Recognition Expert	<ul style="list-style-type: none"> · Successfully complete an approved course in the Standardized Field Sobriety Testing (SFSTs) before beginning the three-phase Drug Evaluation and Classification (DEC) Program, which includes the following phases: <ul style="list-style-type: none"> ○ Phase One: The 16-hour DRE Pre-school, which includes an overview of the 	<ul style="list-style-type: none"> · As specified in the IACP International Standards of the Drug Evaluation and Classification Program, all drug recognition experts must be recertified every two years following original certification.

	<p>DRE evaluation procedures, the seven drug categories, eye examinations and proficiency in conducting the SFSTs.</p> <ul style="list-style-type: none"> ○ Phase Two: The 56-hour DRE School which includes an overview of the drug evaluation procedures, expanded sessions on each drug category, drug combinations, examination of vital signs, case preparation, courtroom testimony, and Curriculum Vitae (C.V.) preparation. At the conclusion of the 7-days of training, the officer must successfully complete a written examination before moving to the third and final phase of training. ○ Phase Three: During this phase the candidate DRE must complete a minimum of 12 drug evaluations under the supervision of a trained DRE instructor. Of those 12 evaluations, the officer must identify an individual under the influence of at least three of the seven drug categories and obtain a minimum 75% toxicological corroboration rate. The officer must then pass a final knowledge examination and be approved by two DRE instructors before being certified as a certified DRE. 	
LE Instructors	<ul style="list-style-type: none"> · Firearms Instructor: 40+hr NRA class for Handgun, Patrol Rifle, Shotgun, Tactical Shooting, Precision Rifle. Separate Shoot-house Inst class from various 	<ul style="list-style-type: none"> · Firearms Instructors: re-certify every 3 years. (Shoot-house does not require re-cert). · ACT Instructors: re-certify every 2 years.

	<p>HRLETF approved vendor.</p> <ul style="list-style-type: none"> • ACT Instructor: Basic 1 week Krav Maga. • CPR Instructor: 4hr CPR Colorado course. • TASER Instructor: 3 day TASER certified course. • OC Instructor: 1 day class • Intoxilyzer Instructor: Certification as an Instructor requires completion of 16 hours of training and a lab practical. • Less Lethal Instructor: 4 day class. • SFST Instructor: 40hr class • Driving Instructor: 1 week course • Laser/Radar Instructor: 2 day course • LawFit® Instructor: 1 week course. 	<ul style="list-style-type: none"> • CPR Instructors: re-certify every 2 years. • TASER Instructors: re-certify every 2 years. • OC Instructors: re-certify every 2 – 3 years (based on manufacturer recommendations). • Intoxilyzer Instructors: must re-certify every 2 years. • Less Lethal Instructors: re-certify every 3 years. • SFST Instructors: None • Driving Instructors: None • Laser/Radar Instructors: None • LawFit® Instructors: None
Victim Advocate	<ul style="list-style-type: none"> • Staff Victim Advocates must be certified (or certifiable within a year) as a Colorado State Victim Advocate through the statewide organization, COVA (Colorado Organization for Victim Assistance). Basic, Intermediate, or Advanced certification are all acceptable. Requirements for certification are a combination of training hours, experience, and recommendation by a supervisor. • Staff Victim Advocates must be certified (or certifiable within a year) as a National Victim Advocate through the national organization, NOVA (National Organization for Victim Assistance). Basic, Intermediate, or Advanced certification are all acceptable. 	<ul style="list-style-type: none"> • COVA (Colorado Organization for Victim Assistance) recertification required every 2 years. <ul style="list-style-type: none"> ○ Renewal requires a minimum of 32 hours of area specific training and 140 service hours. • NOVA (National Organization for Victim Assistance) recertification required every 2 years. <ul style="list-style-type: none"> ○ Renewal requires a minimum of 32 hours of area specific training and 140 service hours.
Crime Scene Technician	<ul style="list-style-type: none"> • On The Job training with a Senior Tech • Drug Evidence and Fingerprint evidence require a formal training class. 	<ul style="list-style-type: none"> • Drug Evidence: Re-cert yearly. • Fingerprint Evidence: Re-cert yearly.

Field Training Officer (FTO)	<ul style="list-style-type: none"> • Trained in a course approved by the lieutenant / coordinator in charge of the respective FTO program and the captain or functional equivalent of the associated division / section. The FTO training program is a 40 hour class. 	<ul style="list-style-type: none"> • No recertification required, but continuation in position is based on yearly evaluations.
Wildland Fire Handcrew	<ul style="list-style-type: none"> • Must complete the following: <ul style="list-style-type: none"> ○ IS100 ○ IS200 ○ IS700 ○ IS800 • National Wildfire Coordinating Group (NWCG) courses to include: <ul style="list-style-type: none"> ○ S130 ○ S190 ○ L180 ○ Arduous Pack Test 	<ul style="list-style-type: none"> • Annual Wildland Fire Refresher • Annual Arduous Pack Test
Communications Training Officer (CTO)	<ul style="list-style-type: none"> • APCO Communications Training Officer course completion and certification.<COM 5.2.10a> • On the job training not required.<COM 5.2.10c> 	<ul style="list-style-type: none"> • Recertification every 2 years through APCO.<COM 5.2.10b>
Incident Dispatch Team (IDT)	<ul style="list-style-type: none"> • Fire Department Wildland Training and MetCom All-Hazards Communications Training. <COM 5.2.10a> • On the job training not required. <COM 5.2.10c> 	<ul style="list-style-type: none"> • Annual skills refresher for both Wildland training and All-Hazards Communication training. <COM 5.2.10b>