MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

082 – TRAINING AND CAREER DEVELOPMENT

GENERAL ORDER: 2024-08 **ISSUED:** February 12, 2024	**EFFECTIVE:** February 12, 2024	**REVIEWED/APPROVED BY:** Assistant Chief Nicole Waldner **DATE:** January 8, 2024
ACTION: Amends General Order 2021-23 (October 8, 2021)		**WILEAG STANDARD(S): 12.1.3, 12.2.1, 12.2.2, 12.2.3, 12.2.5, 12.2.6, 12.2.8, 12.2.9, 13.2.3**

ROLL CALL VERSION
Contains only changes to current policy.
For complete version of SOP, see SharePoint.

082.25 ANNUAL IN-SERVICE AND SPECIALIZED TRAINING (WILEAG 12.1.3, 12.2.5)

D. Specialized training is intended to ~~compliment~~ complement in-service instruction, providing members opportunities to reinforce their existing knowledge, learn additional skills, and expand abilities in their areas of interest. Primary instructors shall either be LESB-certified, operate under the direction of an LESB-certified instructor, or have professional credentials and experience clearly establishing their expertise in the curriculum.

E. All training that occurs on duty time, whether or not it occurs at the Training Division, shall be approved by the training director, or designee. ~~or~~ Training developed and delivered by ~~commanding officers in control of specialized police functions~~ specialty units shall also be approved by commanding officers in control of specialized police functions, in conjunction with the Training Division. This is to ensure that lesson concepts align with department policy, strategy, and law enforcement best practices. The training director at the Training Division, the director of Human Resources, and the Chief of Police are ultimately responsible for the training and development of Milwaukee Police Department employees.

For the purposes of this section, specialized police functions include:

- The Marine Operations – Harbor Patrol Unit
- The Crisis ~~Negotiators~~ Negotiation Unit

082.45 CAREER DEVELOPMENT (WILEAG 12.2.6, 13.2.3)

B. The training director shall ensure that all sworn members receive ~~training in the Incident Command System (ICS) and the National Incident Management System (NIMS) that is appropriate to their rank, and shall~~ IS-700 (NIMS, an Introduction) and ICS-100 (An Introduction to ICS) during recruit officer basic training and integrate concepts from NIMS or ICS into annual in-service training during each fiscal year.

Note: Although not required, sworn supervisors are strongly recommended to complete the following courses appropriate to their rank:

1. **Sergeants and above - ICS-200 (Basic ICS for Initial Response).**

2. **Lieutenants and above - ICS-300 (Intermediate ICS for Expanding Incidents) and IS-800 (National Response Framework).**

3. **Captains and above - ICS-400 (Advanced ICS).**

Should a pre-planned event warrant the need to make the aforementioned courses mandatory, the training director shall forward a *Department Memorandum* (form PM-9E) to the Executive Command Staff outlining the necessity for such a request.

DC. Commanding officers in control of functions that require specialized training, including but not limited to those listed in 082.10(D), shall ensure that members receive basic training in their specialized duties and continuing education consisting of a minimum of eight hours of training annually.

082.50 PROCEDURES FOR REQUESTING TRAINING AND TRAVEL

B. When requesting training that incurs a cost to the department, members shall abide by section 082.40(A), and shall document registration fees and expected travel expenses, meal allowances, and lodging expenses with their applications. Training that incurs department expense must be approved by the member's bureau commander or the Chief of Police.

2. Grant-funded travel and training shall be reimbursed according to specific grant guidelines, which might not be governed by this policy. Members shall always plan grant-funded expenditures according to the directives established by their commanding officers, and Budget and Finance, and the Office of Management, Analysis, and Planning (OMAP).

JEFFREY B. NORMAN
CHIEF OF POLICE

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