

Law Enforcement Training

203.1 PURPOSE AND SCOPE

It is the policy of this agency to administer a training program that will meet the standards of federal, state, local and Wisconsin Law Enforcement Standards Board (LESB) training requirements. It is a priority of this agency to provide continuing education and training for the professional growth and progressive development of its personnel. By doing so, the Agency will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the public.

203.2 PHILOSOPHY

The Agency seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels and legal mandates. Whenever reasonably possible, the Agency will use courses certified by the LESB or other regulatory or nationally recognized entities.

203.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of agency personnel.
- (c) Provide for continued professional development of agency personnel.
- (d) Assist in compliance with statutes, LESB rules and regulations or policy concerning law enforcement training.

203.4 TRAINING PLAN

It is the responsibility of the Training Director to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and agency-required training is completed by all deputies. The plan shall include a systematic and detailed method for recording and logging of all training for all deputies. While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Director shall review the entire training plan on an annual basis. The plan will include information on curriculum, training material, training facilities, course and student scheduling. The plan will address the state-required, minimum-mandated training of deputies.

Training listed may be provided in basic training programs. The Training Academy shall track deputy certification hours and shall notify any deputy who is out of compliance. It is each deputy's responsibility to ensure the necessary training is completed to maintain certification. For purposes of LESB reporting obligations, the time period for annual training begins July 1 and ends June 30.

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203.4.1 MANDATED TRAINING

All deputies shall satisfactorily complete the Wisconsin law enforcement officer preparatory training or equivalent prior to any assignment in which he/she is allowed to carry a weapon or is in a position to take enforcement action.

Deputies shall complete all training required to maintain their certification as a law enforcement officer, to include the 24 hours of training required each fiscal year (Wis. Stat. § 165.85). Deputies shall also complete National Incident Management System (NIMS) training as appropriate for their position and rank.

203.4.2 AGENCY TRAINING REQUIREMENTS

Training requirements include, but are not limited to the following:

- (a) Continuity of Operations Plan (COOP) (supervisors and other appropriate personnel yearly), includes:
 - 1. Familiarization with the COOP and the roles agency personnel will play when the plan is activated.
 - 2. A full or partial exercise, tabletop or command staff discussion.
- (b) CPR/First-aid refresher (every two years)
- (c) Handgun qualification yearly
- (d) ECD, impact weapon, chemical weapon or other control devices (yearly)
- (e) All use of force policies (all deputies review yearly)
- (f) Search, seizure and arrest legal updates
- (g) Ethics (all deputies every three years)
- (h) Pursuit and emergency response (every two years)

203.4.3 SPECIALIZED TRAINING

The Training Director is responsible for maintaining a list of assignments that require specialized training and who is responsible for providing that training. In addition, the Training Director or the authorized designee shall ensure that the following training requirements are provided as needed:

- (a) Skill development training upon promotion by the Training Director.
- (b) Skill development training upon assignment to a specialized position by the specialized unit commander.

203.4.4 REMEDIAL TRAINING

The Training Director shall ensure that the following remedial training requirements are provided as needed:

- (a) Situations under which remedial training shall be administered
- (b) Timeline for completion
- (c) Consequences for failure to successfully complete (e.g., referral to Internal Affairs)

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203.5 TRAINING NEEDS ASSESSMENT

The Training Division will conduct an annual training needs assessment and complete a report of the training needs, including recommendations from the Training Committee. The training needs assessment report will be provided as needed to the Sheriff or the authorized designee. Upon review and approval by the Sheriff, the needs assessment will form the basis for the training plan for the following fiscal year.

203.6 TRAINING COMMITTEE

The Training Director shall establish a Training Committee, which will serve to assist with identifying training needs for the Agency.

The Training Committee shall be comprised of at least three members, with the senior ranking member of the committee acting as the chairperson. Members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Director may remove or replace members of the committee at his/her discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Committee should review include, but are not limited to:

- (a) Any incident involving the death or serious injury of an employee.
- (b) Incidents involving a high risk of death, serious injury or civil liability.
- (c) Incidents identified by a supervisor as appropriate to review to identify possible training needs.

The Training Committee should convene on a regular basis as determined by the Sheriff or the authorized designee to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Director. The recommendation should not identify specific facts of any incidents, such as identities of employees involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Training Director will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Agency and available resources.

203.7 TRAINING PROCEDURES

- (a) All deputies assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:
 - 1. Court appearances
 - 2. Sick leave
 - 3. Physical limitations preventing the deputy's participation

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4. Emergency situations
 - (b) When a deputy is unable to attend mandatory training, that deputy shall:
 1. Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training. The deputy will also notify the instructor or training facility of his/her absence, as necessary.
 2. Document his/her absence in a memorandum to his/her supervisor.
 3. Make arrangements through his/her supervisor and the Training Director to attend the required training on an alternate date.

203.8 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Milwaukee County Sheriff's Office Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Director.

Personnel assigned to participate in DTBs shall only use login credentials assigned to them by the Training Director. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, deputies should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Agency.

Deputies who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisor. Deputies should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet active computer, deputies shall only take DTBs as part of their on-duty assignment, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

203.9 TRAINING RECORDS

The Training Director is responsible to manage and distribute training records in compliance with the Training Files section in the Personnel Records Policy.

203.10 FIELD TRAINING PROGRAM

The Training Director shall establish a field training program for deputy recruits that is of sufficient duration to provide for the adequate orientation and training of the new deputy in the lawful operations of the Agency. The program shall establish procedures for the selection, appointment and training of Field Training Officers (FTO) and supervisors, the daily evaluation of deputy recruits participating in the program and the rotation of FTO personnel to provide for the objective evaluation of recruit performance.