

| WEBER COUNTY SHERIFF'S OFFICE            |  | POLICY AND PROCEDURES                       |  |
|--|--|---|--|
| SUBJECT: Specialized In-Service Training |  | CHAPTER/SECTION NO.: 23.20                  |  |
| EFFECTIVE DATE:10/7/03                   |  | REVIEW DATE:                                |  |
| AMENDS/SUPERSEDES: See attached sheet    |  | APPROVED: <b>** See Master File SHERIFF</b> |  |
| STANDARD NUMBER: 33.6.1                  |  |   |  |

## 23.20 Policy

- 23.20.1 Certain positions or specialized assignments within the Office will require skills training prior to or shortly after appointment or promotion to the position. This training may be on-the-job, in the form of specialized schools, or it may come through Office in-service training efforts. When practical, this training shall be initiated within thirty (30) days of appointment or promotion.
- 23.20.2 Specialized assignments will be determined by the Sheriff and/or Bureau commanders. A listing of specialized assignments will be maintained by the Operations Bureau Commander. Specialized assignment may include the following:
- A. Police Service Dog Officer(PSD)
  - B. Special Weapons and Tactical Team (S.W.A.T)
  - C. Motorcycle Officer
  - D. D.A.R.E. Officer
  - E. Hostage Negotiator
  - F. Bicycle Patrol Officer
  - G. Mobile Field Force
- 23.20.3 Specialized Training Provided
- A. It is the intent of the office to maximize its potential by providing specialized training which meets the needs of the individual(s) and the organization. Needed specialized training is identified through

job task analysis. This analysis may be conducted through a cooperative effort by immediate supervisors, the Operations Bureau Commander, training coordinator, and the personnel Office.

1. In addition, the job task analysis will seek to identify any special administrative, legal, or policy issues that are relevant to the position.
- B. The training coordinator shall ensure that employees serving in special assignments are provided with training necessary to safely and completely accomplish the assignment.
  - C. The training coordinator will communicate directly with those supervisors overseeing deputies in special assignments (detectives, traffic, special investigations, etc.) for the purpose of determining special training needs. Direction of special assignment deputies into appropriate schools, etc., will be the shared responsibility of the training coordinator, and the deputy's immediate supervisor.
  - D. Specialized training provided to personnel includes the following:
    1. Development and/or enhancement of the skills, knowledge and abilities particular to the specialization.
      - a. Personnel directly dealing with the public will have special direction in proper communication with the public.
    2. Management, administration, supervision, personnel policies, and support services of the function or component.
    3. Performance standards of the function or component.
    4. Agency policies, procedures, rules, and regulation specifically related to the

function or component.

5. Supervised on-the-job training.