

PALM BEACH GARDENS POLICE DEPARTMENT

INVESTIGATIONS TRAINING PROGRAM

POLICY AND PROCEDURE 3.1.4

Effective Date :
02/18/10

Accreditation Standards:
CALEA 33.6.1
CFA

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05/01/2014

PURPOSE: To establish a training program for officers newly assigned to the detective division.

SCOPE: This policy applies to officers newly assigned to the Detective Bureau.

REVIEW RESPONSIBILITY: Investigations Bureau Commander

POLICY: It is a goal of this department to provide a system to ensure officers receive orientation and specialized training within the scope of their assignment. As a result of the selection process it is expected that officers chosen to fill a vacancy in the Detective Division will have considerable experience and will be well versed in many aspects of police work, including preliminary investigations. Therefore, the training program will focus upon more in-depth investigations and/or specialized investigations requiring expertise beyond the preliminary stage.

1. PROGRAM RESPONSIBILITIES:

- a. Investigative Training Officer -An Investigating Training Officer shall be charged with the following responsibilities:
 - i. To identify problems and/or special training needs and report same to the Investigative Training Supervisor.
 - ii. To keep the Investigative Training Supervisor updated on the progress of the trainee and will meet with trainee at least twice each week for that purpose.
 - iii. To ensure that all objectives in the Training Guide are met and initialed.
 - iv. To ensure that each objective, whether instructed by the Investigative Training Officer or an Investigative Specialist, is understood by the trainee. This may be accomplished by inquiry, testing, observation of performance or input from Investigative Specialists.
- b. Investigative Training Supervisor -An Investigating Training Supervisor shall be charged with the following responsibilities:
 - i. To meet with the Investigative Training Officer and the trainee together at least once each week in order to evaluate and discuss the trainee's progress.
 - ii. To keep the Investigative Training Coordinator informed on the day to day operation of the program and report, in memo form, bi-weekly his evaluation of the trainee's progress, any problems encountered and steps taken to correct said problems.
 - iii. To have general supervisory authority over the Investigative Training Officers and ensure adherence to policy, procedure and good training practices.
- c. Investigative Training Coordinator -An Investigative Training Coordinator shall be charged with the following responsibilities:
 - i. Shall arrange for any schools, special training or remedial training deemed necessary to assist the trainee.
 - ii. Shall maintain all files related to the program.
 - iii. Shall oversee and be responsible for the operation of the program.
 - iv. Shall keep the Division Commander informed of the state of the training program and progress of the

trainees.

2. INVESTIGATIVE TRAINING PROGRAM:

- a. Upon appointment to the Detective Division the Division Commander will assign the trainee to a unit. The Commanding Officer of the Detective Division will assign the trainee to an Investigative Training Officer.
- b. The training program will normally be six weeks during which time the trainee will rotate through all areas of the division according to the following schedule:
 - i. Week one -Orientation and instruction in the trainee's areas of assignment.
 - ii. Week two -If the primary assignment is property crime the trainee will spend this week in person's crime. If primary assignment is persons crime the trainee will spend this week in property crimes burglary/grand theft.
 - iii. Week three - Two days handling property recovery cases.
Two days handling fraud/forgery cases.
One day handling auto theft cases
 - iv. Week four - One day handling auto theft.
Two days handling J.D.
Two days handling crime against children/missing persons.
 - v. Week five - One day on tactical team.
Two days in property/evidence and crime scene.
One day handling victim/witness follow-up
Return to primary assignment and begin to work own cases under close supervision of Investigative Training Officer. Cases will be selectively assigned.
 - vi. Week six - Continues to work cases under supervision of the Investigative Training Officer: At the end of this week the trainee may be released from the program upon written recommendation of the Investigative Training Officer and supervisors. The above schedule is meant to be flexible and may be rearranged to meet the needs of the department and the trainee. In certain cases the time spent in each category and in the program itself, may be increased or reduced depending on the trainee's past experience, training, assignment, and needs of both the trainee and the department.

3. SELECTION PROCESS FOR INVESTIGATIVE TRAINING OFFICER:

- a. Persons in the Detective Division wishing to be considered for Criminal Investigations Training Officer shall submit a request in memo form to the Training Coordinator.
- b. Only those detectives with at least one year experience in the Detective Division will be considered.

4. DEFINITIONS:

Investigative Trainee - An officer newly assigned to the Detective Division. Officers temporarily assigned are not included.

Investigative Training Officer - An officer assigned to the Detective Division who is given the additional responsibility of guiding the trainee through the investigative training process.

Investigative Training Supervisor - A police Sergeant assigned to the Detective Division who has the responsibility of overseeing, supervising and counseling the Investigative Training officers and trainees.

Investigative Training Coordinator - Commanding Officer assigned to the Detective Division who is given the responsibility of overseeing the program. Duties include, but not limited to:
coordinating the program;
supervising the Investigative Training Supervisor; and
assisting the Investigative Training Supervisor in counseling and training.

Investigative Training Program Commander - The Bureau Commander will be in command of the training program and will meet with the Investigative Training Coordinator and/or the Investigative Training

Supervisor as needed to keep the Commander informed of the trainee's progress.

Investigative Specialists -Those detectives who, through training and experience, have acquired specialized skills and knowledge and are assigned cases requiring such specialization. Investigative Specialists may be used to instruct the trainee in their areas of expertise without the designated status of Investigative Training Officer.

Investigative Training Guide -A manual specifically designed for the program that lists all the objectives to be met by the trainee. The guide will be issued to the trainee upon entry into the program and upon completion will be retained by the Investigative Training Coordinator as a permanent record. Instructions for completing the guide are found within the guide.

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RESPONSIBILITY INDEX

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APPROVED:



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Chief of Police

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