

PALM BEACH GARDENS POLICE DEPARTMENT		
CIVILIAN TRAINING		
POLICY AND PROCEDURE 4.3.4.8		
Effective Date : 12/01/2014	Accreditation Standards: CALEA 33.7.1, 33.7.2 CFA 14.04	Review Date: 04/01/2016

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PURPOSE: To establish guidelines for the orientation and training of those positions classified as civilian.

SCOPE: This policy applies to all supervisors of civilian members.

REVIEW RESPONSIBILITY: Administrative Support Bureau Major

POLICY: It is the policy of this Department to provide civilian members with appropriate training to meet the requirements of their job assignments. Positions not requiring sworn status may be specified as civilian positions and staffed accordingly. Civilian member's training and/or orientation will include those acting in quasi-law enforcement capacities and those who deal with the public on a regular basis. Quasi-law enforcement members will also include police aides, Emergency Communications Operators (ECO), etc. Their training should include legal, safety, and coordinating responsibilities of assignments, including dealing with the public.

PROCEDURES:

1. ORIENTATION:

- a. The orientation program will be administered as described in Policy and Procedure 4.1.1.

2. TRAINING REQUIREMENTS:

- a. All identified training needs will occur as soon as possible within constraints of the Department's annual budget and the availability of suitable programs.
- b. The job skills and knowledge required for proper performance of assigned duties should be the basis for determining the training needed.
- c. The training unit will research or assist in providing professional and higher education information about training classes for civilians.

3. POSITIONS REQUIRING TRAINING:

- a. Those members hired to the following positions shall have the basic required skills, knowledge, and abilities to perform within their assigned job task. On-the-job or specialized training may be received during or prior to assuming the job.
 - i. ECOs
 - ii. Police Aides
 - iii. Quartermaster
 - iv. Records Specialist

- v. School Crossing Guards
 - vi. Administrative Assistants
 - vii. Crime Scene Investigators
 - viii. Evidence Custodian
 - ix. Network Specialist
 - x. Telecommunications Technician
 - xi. Accreditation Manager
- b. While this directive specifically includes the positions identified above, it does not exclude any position which requires routine training in order for the member to render adequate service to the public or handle the technical aspects of a particular assignment.
- c. All civilian members will receive annual retraining to update skills and increase job knowledge. This can be a combination of formal and on the job training.
- d. The Accreditation Manager, unless previously completed, shall receive specialized accreditation manager training within one year of selection.
- e. Those civilians receiving certificates or other completion recognitions from any designated classes, schools, or seminars shall provide copies of such document(s) to the training unit for inclusion into his/her training file.
- f. All training records and relevant data, checklist, etc., shall be maintained by the training unit in the same manner as prescribed for officers.

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APPROVED:

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12/01/2014

Date