

PALM BEACH GARDENS POLICE DEPARTMENT		
ADVANCED TRAINING FOR SWORN PERSONNEL		
POLICY AND PROCEDURE 4.3.4.7		
Effective Date : 07/22/1994	Accreditation Standards: CALEA 33.5.1 CFA	Review Date:

PURPOSE: To establish guidelines for advanced training for sworn personnel.

SCOPE: This policy and procedure applies to all officers.

REVIEW RESPONSIBILITY: Training Unit

POLICY: Advanced training (expanded) will be utilized by this department to enhance the skills, knowledge and abilities necessary to accomplish law enforcement tasks; or any course designed to enhance skills, knowledge and abilities in related areas, such as management, computer science, finance, accounting or any other field that relates to support our law enforcement or crime control objectives. Some courses may not carry college credits, but may carry continuing education units (CEU's).

1. GUIDELINES FOR ADVANCED TRAINING:

- a. Opportunity for advanced training for supervisors and non-supervisory personnel will be conducted at an appropriate time to meet the needs of a member's career goals, maintenance of state certification, step increases in the state salary incentive plan, or unless otherwise appropriate and deemed necessary by the Chief of Police.
- b. Advanced training applicable to department needs and officers career goals is offered by a variety of sources. Available training will be kept on file and posted by the training unit. Announcements of upcoming training courses will be made in the department bulletin and training bulletin.
- c. Criteria for selecting personnel to attend advanced training may include, but not be limited to:
 - i. Relations to career goals;
 - ii. Needs assessment manpower and physical constraints;
 - iii. Education;
 - iv. Deficiencies;
 - v. Relationship to current and future assignments;
 - vi. Needs of the organization;
 - vii. Evaluations;
 - viii. Initiative; and
 - ix. Chief's discretion.
- d. Requesting advanced training does not guarantee approval for attendance. Approval will be granted based on the above criteria.
- e. Upon the completion of advanced training, the Chief of Police may at his discretion; assign the officer or command officer to a position utilizing the individual's newly received training.
- f. Advanced training for first line supervisors may be provided at the discretion of the Chief of Police by utilizing the advanced training criteria already outlined.
- g. Advanced training is considered as FBI National Academy, Southern Police Institute, North Western University, Criminal Justice Standards and Training Commission (CJSTC) Advanced Courses.

INDEX AS:

- ADVANCED TRAINING FOR SWORN PERSONNEL

RESPONSIBILITY INDEX

- CHIEF OF POLICE
- TRAINING SERGEANT
- OFFICERS

DRAFTED: 07-22-1994 FILED: 4.3.4.7.pdf

APPROVED:



Stephen J. Stepp
Chief of Police

03/10/2003

Date