



General Order 33.1 - Training

PURPOSE: Describe and define the training component; to include goals, periodic evaluation of training, how to analyze the needs of training and what resources are available, attendance requirements, reimbursement procedures for training attendance, how training is conducted; including lesson plans, testing, records to be kept, and procedures for using public and private resources.

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DEFINITIONS:

- A. Basic Training: A formal, structured program to train individuals to become sworn law enforcement personnel, meeting or exceeding state minimum requirements. Also, training attended by newly hired detention deputies prior to receiving a regular duty assignment.
- B. In-Service Training: Training received during a training year, exclusive of basic training.
- C. Training Year: The fiscal year beginning July 1 and ending the following June 30.

33.1.1 TRAINING GOALS OF THE AGENCY

- A. The Sedgwick County Sheriff's Office recognizes that training is one of the most important responsibilities in any law enforcement agency. It is the policy of the Sedgwick County Sheriff's Office to provide a continuing program of varied training activities consistent with sound law enforcement procedures. It is further the department's policy to ensure that all deputies receive that training required by federal, state, and local law.

33.1.2 TRAINING FUNCTIONS

- A. The functions of the Sedgwick County Sheriff's Office training programs are designed to accommodate five (5) primary areas. These areas are:
 - 1. Basic training for sheriff's deputies;
 - 2. Basic training for detention deputies;
 - 3. In-service training;
 - 4. Firearms training; and
 - 5. Specialized training.
- B. The function of basic training for deputies is to administer a recruit academy designed to train and educate newly hired commissioned employees as deputy sheriffs.
 - 1. This training shall be updated as necessary to meet the changing requirements of this field.
 - 2. The academy curriculum shall be such that, upon successful completion, each recruit shall have met all requirements for state certification as a law enforcement officer.
- C. The function of basic training for detention deputies is to administer a recruit academy designed to train and educate newly hired employees as detention deputies.
 - 1. This training shall be updated as necessary to meet the changing requirements of this field.

2. The academy curriculum shall be such that, upon successful completion, each recruit shall be able to perform duties as a detention deputy in the local detention facility and work release facility.
- D. An ongoing program of in-service training shall be provided by the training section.
1. The function of this in-service training is to present training sessions designed to further the knowledge of employees in various aspects of their job requirements, develop new employee skills, reinforce or maintain skills, and to meet the changing needs of employees to maintain proficiency in their duties.
 2. This program shall be administered in such a manner that all employees who are required by law to receive annual training have the opportunity to receive sufficient mandated training.
- E. Firearms training and proficiency testing shall be the responsibility of the training section.
1. This includes basic firearms training in the deputy recruit academy, periodic proficiency testing (qualification), and in-service training to improve employee's skills, knowledge, and abilities.
- F. As part of or in addition to the in-service training program, the training section may present or arrange for specialized training.
1. The function of this specialized training is to present in-depth training in technical or job-specific subjects.
 2. Such training is designed primarily for practitioners in specialized fields. Examples of such fields are:
 - a. Accident reconstruction;
 - b. Field training deputy;
 - c. Management/supervision; and
 - d. Crime scene investigation.

33.1.3 TRAINING SECTION ACTIVITIES

- A. Administration of the training section includes these activities and responsibilities:
1. Planning, developing, and coordinating training programs:
 - a. Sheriff deputy basic training;
 - b. Detention deputy basic training; and
 - c. In-service training.
 2. Notifying department personnel of required training and available training and maintaining training records.
 3. Implementing training programs, to include:

- a. Selection of instructors; and
 - b. Evaluation of the training given.
4. Oversee the recruitment/application process.
 5. Coordinate the development of promotional tests.
 6. Operate the department firearms range.
 7. Ensure that required training programs are attended by notifying division commanders of personnel attendance.
 8. Other activities as specified and directed.

33.1.4 EMPLOYEE PHOTOGRAPHS

- A. All employees shall be photographed every three (3) years;
- B. Employee photographs will be retained in a department database;
- C. The training section is responsible for photographing employees.

33.1.5 PERIODIC EVALUATION OF ALL AGENCY TRAINING

- A. The Sedgwick County Sheriff's Office periodically evaluates, updates, and revises, as necessary, all agency training programs.
- B. The periodic training review also examines any problems associated with physical facilities where training was offered, materials used, or scheduling problems.
 1. The review examines the number of personnel trained during the year and the type and extent of the training offered.
- C. Students may be asked to critique the training and the instructor at the end of each training session. The information gained through the critique process is used in the periodic review of the Sedgwick County Sheriff's Office training program.
- D. The training director and other members of the training staff meet periodically to review the training offered by the Sedgwick County Sheriff's Office and to evaluate its overall effectiveness. Where necessary, training areas are amended or modified to ensure that future training meets the personnel and operational needs of the Sedgwick County Sheriff's Office's legal requirements and departmental policies.

33.1.6 NEEDS ANALYSIS OF TRAINING AND RESOURCES

- A. The Sedgwick County Sheriff's Office has various sources of information and data that are indicative of training needs. These include, but are not limited to:
 1. Statutory requirements;
 2. Training critiques and/or evaluations;
 3. Consultation with field personnel and field observations;
 4. Departmental staff reports and/or meetings;

5. Training staff instructors;
 6. Current events affecting the law enforcement mission (e.g., A.I.D.S. education);
and
 7. Professional standards unit.
- B. The review of resources from within and outside of the Sedgwick County Sheriff's Office are used by the training staff in formulating the training program.

33.1.7 ATTENDANCE REQUIREMENTS

- A. The policy of the Sedgwick County Sheriff's Office is that employees attend training programs in their entirety, as scheduled, and that they are recognized for attendance. The training programs will be designed to provide each deputy with the mandatory number of in-service training hours as required by Kansas state law.
- B. Information regarding department training programs shall be made available to all employees. Such information may be disseminated by, but not limited to: publication via e-mail, e-line, deputy's reports, and listing on the training section's electronic (computer) calendar.
- C. Generally, employees will be scheduled a position in a training class upon request on a first come, first served basis.
- D. It is understandable that occasionally a portion of a training program will be missed due to situations beyond the employee's control. Examples of these situations are such things as court appearances, sudden onset of illness, late arrival because of an en-route emergency (e.g., first deputy at an accident scene), etc.
- E. If a portion of a training program is missed, credit will be given only for the portion actually attended. It shall also be the responsibility of the employee to arrange with the instructor for makeup of time missed.
- F. Upon completion of a training program, attendance shall be documented in the employee's training records in accordance with general order [33.1.19, section B.](#)

33.1.8 TRAINING PROGRAM REIMBURSEMENTS

- A. Periodically, employees may have occasion to attend training programs offered outside the Sedgwick County Sheriff's Office service area.
- B. If an employee makes private arrangements to attend such training on his/her days off, vacation, or other time when he/she is not receiving regular compensation from Sedgwick County, then normally no reimbursement will be given the employee for expenses incurred.
 1. Transportation may be provided by the department if an attended program requires no registration or other fees and is close enough to allow attendance plus traveling to and from in a single day.

- a. Arrangements and approval for the use of a department vehicle, department credit cards, etc., should be conducted through the employee's section or division commander.
 - b. Expenses incurred for meals during these one - (1) day programs are the responsibility of the employee.
- C. If an employee will be attending the training programs on normal duty time or other such time when they are receiving regular compensation from Sedgwick County, and which requires registration or other fees, or those requiring in excess of one (1) day's attendance, expenses may be paid by the department.
1. Attendance in such programs should be requested as far in advance as possible in a deputy's report directed to the employee's bureau commander.
 2. The report should address all known expenses such as tuition, class materials, lodging, meals, transportation, etc.
 3. If the request is approved, related expenses will be paid by the department in accordance with current procedures (pre-paid air fare, per diem allotment, etc.).

33.1.9 UNIVERSITY AFFILIATION

- A. The Wichita/Sedgwick County Law Enforcement Training Academy is affiliated with the University of Kansas through its Division of Continuing Education.
- B. This affiliation is set forth in the Kansas Law Enforcement Training Act, [K.S.A. 74-5601](#) through [K.S.A. 74-5622](#).
- C. Training programs conducted through the training center are in accordance with guidelines set forth by the Law Enforcement Training Act, the Kansas Law Enforcement Training Commission and the Division of Continuing Education of the University of Kansas.

33.1.10 USE OF RESOURCES OF PUBLIC AND PRIVATE ORGANIZATIONS IN AGENCY TRAINING PROGRAMS

- A. The Sedgwick County Sheriff's Office realizes that through the utilization of both the public sector and the private sector, the training program can be most effective. By using recognized instructors from both of these areas, the quality and variety of instruction can be the best available.
- B. The department recognizes that in some instances it may be practical to obtain instruction from the private sector when the skill level is superior to that of the public sector.
- C. Utilizing the best qualified instructors, regardless of whether they are from the public or private sector, ensures that the quality of instruction is of the highest possible caliber.

33.1.11 TRAINING PROVIDED BY OTHER CRIMINAL JUSTICE AGENCIES AND TRAINING PROVIDED TO OTHER CRIMINAL JUSTICE AGENCIES

- A. The Sedgwick County Sheriff's Office, when feasible, utilizes instructors from other law enforcement agencies, and many training programs are open for attendance by members of other law enforcement agencies.
- B. Cooperation with training among law enforcement agencies is important, as it increases the overall effectiveness of training, improves cooperation among agencies, and promotes better understanding among various criminal justice agencies.
- C. When instructors from other agencies are utilized, the Sedgwick County Sheriff's Office will provide needed equipment such as data projectors, laptop computers, VCRs, televisions, slide and overhead projectors, and easels.

33.1.12 CLASSROOM SPACE FOR INTERNAL TRAINING

- A. It is the policy of the Sedgwick County Sheriff's Office to provide sufficient classroom space and to utilize audiovisual equipment and/or other training aids as appropriate for training programs.
- B. The following procedures are to be followed:
 - 1. All training functions conducted at the Wichita- Sedgwick County Law Enforcement Training Center or firearms range shall be arranged by, or in concert with, the training staff.
 - 2. Calendars shall be maintained at the training center and range to schedule activities at each facility so that no conflicts occur.
 - 3. Classrooms will be reserved based on availability, class size, and class type.
 - 4. **(R)** Training aids are available at the training center and should be requested in advance by instructors. This equipment includes items such as data projectors, laptop computers, VCRs, media players, slide projectors, video cameras, televisions, easels, and sound systems.
 - 5. In the event that a training session includes a practical field exercise, the field exercise will be conducted at a location conducive to the instructional objectives.

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33.1.13 JOB TASK ANALYSIS IN CURRICULA SELECTION

- A. The Sedgwick County Sheriff's Office attempts to demonstrate the job relatedness for all training provided. This is accomplished by a job task analysis. A job task analysis may be thought of as a systematic examination of the functions and task objectives of each job to be performed related to the knowledge, training, and skills required to perform the tasks and/or duties of the job.
- B. It is the responsibility of the Sedgwick County Sheriff's Office to relate required hours and required course work to a job task analysis.
- C. Job task analysis is used in developing training programs for the Sedgwick County Sheriff's Office, as well as other resources listed in [section 33.1.6](#).

33.1.14 PERFORMANCE OBJECTIVES

- A. When applicable, the Sedgwick County Sheriff's Office incorporates performance objectives into training programs given by Sedgwick County Sheriff's Office instructors.
- B. Performance objectives are defined as statements of operational behavior required for satisfactory performance of a task, the conditions under which the behavior is usually performed, and the criteria for satisfactory performance.
- C. Performance objectives should:
 - 1. Focus on the elements of the job task analysis for which formal training is needed;
 - 2. Provide clear statements of what is to be learned;
 - 3. Provide the basis for evaluating the participants; and
 - 4. Provide a basis for evaluating the effectiveness of the training program and instructor.
- D. The use of performance objectives familiarizes the student with the information that he/she is required to know, the skills that must be demonstrated, and the circumstances under which the skills will be used.
- E. The use of performance objectives also enables the instructor to relate training directly to the job performance that will be expected of the student by his/her supervisor.

33.1.15 LESSON PLANS

- A. The Sedgwick County Sheriff's Office requires lesson plans on all training given by Sedgwick County Sheriff's Office personnel.
- B. It is the responsibility of each individual instructor to develop his/her own lesson plan.
- C. Lesson plans ensure that the subject to be taught is thoroughly and accurately addressed and is properly sequenced with other training materials.
- D. Lesson plans establish:
 - 1. The purpose of the instruction;
 - 2. The performance objectives;
 - 3. The relationship of the training to critical job tasks; and
 - 4. Identification of matters that will be taught.
- E. Lesson plans should also include references, teaching techniques, relationship to job tasks, responsibilities of the students for the material presented, and plans for evaluating students.
- F. Teaching techniques available include:
 - 1. Conferences (debate, discussion, groups, panels, and seminars);
 - 2. Field experiences (field trips, interviews, operational experiences, and operational observations);
 - 3. Presentations (lectures, lecture-discussion, and lecture-demonstration);

4. Problem investigations (committee inquiry);
 5. Simulations (case studies, game and role play);
 6. Practical or "hands on" exercises; and
 7. A combination of any of these techniques.
- G. A lesson plan is no more than a detailed outline from which an instructor teaches and should include:
1. Goals of the class;
 2. Specific subject matter;
 3. Performance objectives;
 4. References and resources; and
 5. Evaluation methods or testing of the subject matter to be taught.

33.1.16 LESSON PLAN APPROVAL

- A. Each Sedgwick County Sheriff's Office instructor will submit a copy of his/her lesson plan to the training director or his/her designee for approval within seventy-two (72) hours before the start of the training session for approval.
- B. The training director or designee will review each lesson plan to ensure that it is consistent with Sedgwick County Sheriff's Office guidelines on lesson plan development and other agency policies.

33.1.17 TESTING

- A. As a method of evaluating students, instructors, and the course of instruction, Sedgwick County Sheriff's Office instructors may administer pre-tests and/or post-tests to students receiving training.
- B. Instructors will use competency-based testing to ensure that any pre-test, post-test, or combination thereof uses performance objectives and measures the students' knowledge and ability to use job-related skills.
- C. The purpose of the pre-test is to determine the amount of knowledge a student has about a particular subject prior to instruction.
 1. The pre-test, if administered, is graded and compared with the post-test score.
- D. The purpose of the post-test is to determine the amount of knowledge a student has about a particular subject matter after undergoing a course of instruction.
 1. The post-test, if administered, is graded and compared with the pre-test score to determine the effectiveness of the training.
- E. Unless particular circumstances dictate otherwise, a score of seventy percent (70%) on a post-test is generally considered the minimum passing level.

33.1.18 REMEDIAL TRAINING

- A. Remedial training is personalized training to correct a specific deficiency, which is usually identified either by:
 - 1. Testing or other evaluation during training;
 - 2. A supervisor evaluating a person during routine job performance; or
 - 3. An annual performance evaluation.
- B. When an employee of the Sedgwick County Sheriff's Office has been identified as needing remedial training, he/she will be given remedial training at the earliest opportune time.
 - 1. Methods of achieving this training may include, but are not limited to:
 - a. Sedgwick County Sheriff's Office-sponsored in-service training;
 - b. Assignment or re-assignment to a field training deputy;
 - c. Enrollment in a course of instruction sponsored by another agency, school, or university as deemed necessary by the sheriff or the employee's division commander.
- C. When a supervisor has documented evidence that an employee under his/her command is in need of remedial training, the supervisor shall immediately forward a report to the division commander.
 - 1. This report shall include the deficiency in the employee's job performance, citing documentation, a recommendation for a course of instruction to remedy the deficiency, and any other corrective action that may need to be taken.
- D. The division commander may direct that remedial instruction be given by assigning the employee to a field training deputy through a course of in-service training offered by the Sedgwick County Sheriff's Office, or other such appropriate training.
- E. The objective of remedial training is to correct an employee's deficiencies, before they become too great, in basic skills, knowledge, and abilities required to perform his/her job duties.
- F. Upon completion of remedial training, the employee will be evaluated to determine the effectiveness of the remedial training.
 - 1. If the training was conducted by department personnel, the instructor shall submit a report to the employee's division commander outlining the instruction given and the employee's performance.
- D. Unsatisfactory completion of or non-participation in a remedial training program may result in a disciplinary action.

33.1.19 TRAINING RECORDS OF EMPLOYEES

- A. The policy of the Sedgwick County Sheriff's Office is to maintain accurate and up-to-date records of training received by employees and to report such training in accordance with state guidelines.

B. Procedures for maintaining training records are as follows:

1. Training records of employees shall be maintained by training year (July 1st to June 30th).
2. Maintaining training records shall be the responsibility of the training section.
3. Recording and reporting of basic training and firearms qualifications will be completed by the training section with no further action necessary on the part of the employee.
4. When an employee receives in-service training and a Sedgwick County Sheriff's Office training roster is not signed, the employee must complete an in-service training form and forward it to his/her supervisor for approval and submission to the training section.
5. If the employee receives a certificate at the conclusion of the training course, a photocopy of the certificate should also be delivered to the training section for inclusion in the employee's training file.
6. Upon an employee's completion of a basic training course or firearms qualification, or upon receipt of an in-service training form, the training section shall record the training on the employee's in-service training record sheet for that training year.
7. The Sedgwick County Sheriff's Office Training Section shall report to the Kansas Law Enforcement Training Center, in accordance with state requirements, all in-service training received by employees who are required to receive such training.

33.1.20 TRAINING CLASS RECORDS

- A. The Sedgwick County Sheriff's Office maintains records of each training class conducted by the organization in order to document what training was given and to whom it was given.
- B. The training record of each training class includes the following:
 1. Course content (lesson plan);
 2. Student names; and
 3. Student performance as measured by tests, if administered.

33.1.21 RELEASE OF TRAINING RECORDS

- A. The release of employee's training records to persons or entities outside the Sedgwick County Sheriff's Office may occur under the following conditions:
 1. In the normal course of business as required by the Kansas Law Enforcement Training Act and Kansas state statutes;
 2. In compliance with a legal subpoena; or

3. Upon the direction of a bureau commander or higher authority.