



General Order 33.2 - Training

PURPOSE: Outline the administration and operation of the training academy; establish the responsibilities and organizational position of the training director; and define those facilities that are available for use by the Wichita/Sedgwick County training academy.

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ISSUED BY : Sheriff Jeffrey T. Easter

REVIEWED BY: Standard Review Committee

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INDEX AS:

[33.2.1 Administration and Operation of the Training Academy](#)

[33.2.2 Training Director](#)

[33.2.3 Open](#)

[33.2.4 Open](#)

[33.2.5 Open](#)

33.2.1 ADMINISTRATION AND OPERATION OF THE TRAINING ACADEMY

- A. The policy of the Sedgwick County Sheriff's Office is to administer a training academy facility jointly with the Wichita Police Department for the purpose of achieving the department's training goals.
- B. Goals
 - 1. The academy is an integral function of the training section. Agency goals are stated in general [orders 33.1.1](#) and 33.1.2.
- C. Facilities

1. The Sedgwick County Sheriff's Office utilizes the Wichita/Sedgwick County Law Enforcement Training Center (W.S.C.L.E.T.C.) for both sheriff's deputy and detention deputy academies.
2. The sheriff's office also staffs and operates a firearms range.
3. A driving track and other facilities for training in emergency vehicle operation are located at the Kansas Law Enforcement Training Center (K.L.E.T.C.) near Hutchinson, Kansas. All recruit and in-service driving training is conducted at this facility in cooperation with the K.L.E.T.C.

D. Overview

1. The offices of the training section staff are located at the training center; except for the offices of specific range personnel that are located at the firearms range.
2. The activities of the training center are a combination of;
 - a. Joint cooperative efforts with the Wichita Police Department; and
 - b. Independent activities specific to the needs of each department.
3. The deputy sheriff's academy is a joint function with the Wichita Police Department.
4. The detention academy is an independent function of the Sheriff's Office

E. Deputy sheriff's academy

1. The deputy sheriff's academy is designed to provide the training and education enabling newly hired employees to function in the capacity of a deputy sheriff for Sedgwick County and as a state certified law enforcement officer.
2. This academy meets or exceeds the minimum requirements for training of law enforcement officers as set forth by [K.S.A. 74-5604\(a\)](#), the Kansas Law Enforcement Training Act, and Kansas Law Enforcement Training Commission and is a state certified regional training facility.
3. In addition to the curriculum required by the state, the deputy sheriff's academy includes courses designed to suit the specific needs of this department.
4. The curriculum and academy schedule are developed by the training staffs of the Sedgwick County Sheriff's Office and Wichita Police Department. This scheduling is done in a manner that maximizes combined classes whenever possible.
5. On academy matters involving combined activities, the training directors of the Sedgwick County Sheriff's Office and the Wichita Police Department have concurrent authority. This authority extends to individual department matters only for that training director's department.
6. In addition to an individual department's rules and regulations, the training staffs shall maintain written regulations outlining expected and prohibited behavior and

other matters pertaining to recruit deputies of both departments while they attend the academy.

F. Detention academy

1. The detention academy is designed to provide training and education enabling newly hired employees to function in the capacity of detention deputies for the Sedgwick County Sheriff's Office.
2. Although no state requirements currently exist for the training of detention deputies, an academy curriculum shall be maintained and revised as necessary to provide up-to-date, relevant information.
3. In preparing and revising this curriculum, the training staff will maintain contact with members of the Detention Division so that such revisions reflect the needs of detention personnel.
4. As with the deputy sheriff's academy, the training staff shall maintain a separate written policy outlining expected and prohibited behavior and other matters pertaining to recruit deputies while they attend the detention academy.

G. Organization and staffing

1. Staffing consists of one (1) lieutenant, three (3) sergeants, one (1) detention sergeant, one (1) civilian range assistant, two (2) background deputies, and two (2) office specialists.
 - . Additional personnel may be assigned to training for a limited time, for specific purposes as needed.

33.2.2 TRAINING DIRECTOR

- A. The training director shall be responsible for administration of the training section and associated training programs. The training director shall be responsible directly to, and come under the supervision of the Support Division commander. The authority of the training director is that of a section commander.
- B. The duties and responsibilities of the training director shall include, but are not limited to:
 1. Coordinating training activities with the Wichita Police Department;
 2. Preparing promotional exams;
 3. Receiving and answering correspondence;
 4. Reporting training received in accordance with state guidelines;
 5. Preparing the training section's annual budget; and
 6. Coordinating training-related and facility-related matters with other department members, other county departments, and outside agencies.

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