



General Order 33.4 - Training

PURPOSE: Ensure that all newly hired commissioned personnel receive formal basic training prior to receiving a permanent duty assignment; describe recruit orientation; define the method of determining basic training curricula and the contents of basic training, to include emergency medical training; and describe the field training program.

DATE OF APPROVAL: 03/12/09

DATE OF ISSUE: 3/12/09

EFFECTIVE DATE: 3/12/09

REVIEW DATE: Annual

AMENDS:

THIS ORDER CANCELS: 33.4 Approved 12/08/05

ISSUED BY : Sheriff Jeffrey T. Easter

REVIEWED BY: Standard Review Committee

INDEX AS:

[33.4.1 Recruit Training Plan](#)

[33.4.2 Recruit Orientation](#)

[33.4.3 Basic Training Curriculum Selection](#)

[33.4.4 Contents of Basic Training](#)

[33.4.5 Field Training Program](#)

DEFINITIONS:

- A. Basic Training: A formal, structured training program to train individuals to become sworn law enforcement personnel, meeting or exceeding minimum state requirements. It also includes that training attended by newly hired detention deputies prior to receiving a regular duty assignment.
- B. Commissioned: Those employees certified by the state as law enforcement officers and whose duties include the prevention or detection of crime, enforcement of criminal or traffic laws of the state, power of arrest, and authorization to carry firearms.
- C. Field Training: Training that provides trainees with "on-street" experiences following the completion of classroom training.

- D. On-the-job Training: Instructions, training, or skills taught to an employee by another employee(s) on a tutorial basis during a tour of duty, while performing normal activities of employment.

33.4.1 RECRUIT TRAINING PLAN

- A. Newly hired candidates for Deputy Sheriff and Detention Deputy shall be assigned to the Law Enforcement Bureau, Training Section on a probationary status.
- B. No newly hired candidate for Deputy Sheriff or Detention Deputy shall be placed in a permanent duty assignment until such personnel have successfully completed an approved basic training course.
- C. Procedures for recruit training are as follows:
1. All commissioned employees of the Sedgwick County Sheriff's Office must be certified by the State of Kansas as a law enforcement officer.
 2. Except as listed in item 4, all persons hired under [33.4.1 A](#) shall be assigned to the Training Section upon employment.
 3. Upon Successful completion of the Sedgwick County Sheriffs Office basic training academy, a special order will be issued by the Undersheriff or his designee transferring the graduates from the Law Enforcement Bureau to their permanent duty assignments..
 4. Newly hired commissioned employees may be exempted from attending the basic training academy if one (1) of the following conditions are met:
 - a. The employee is a certified Kansas law enforcement officer who has received basic training from another agency within the state.
 - b. The employee is certified as a Kansas law enforcement officer by the director of police training at the Kansas Law Enforcement Training Center, pursuant to [K.S.A. 74-5608a](#).
 5. Exemptions as set forth in item 4 may be granted only by the sheriff.
 6. Employees exempted pursuant to item 4 may, at the discretion of the sheriff, be required to attend particular training classes to acquaint them with policies, procedures, or other subjects which are unique to the Sedgwick County Sheriffs Office.

33.4.2 RECRUIT ORIENTATION

- A. Sheriff deputy and detention deputy recruits assigned to the training academy are provided with information concerning:
1. Academy organization, rules, and regulations;
 2. Testing and evaluation criteria;
 3. Expected levels of performance; and
 4. Training schedules.

5. Office rules and regulations;

B. All pertinent information will be provided to recruits at the beginning of the academy.

33.4.3 BASIC TRAINING CURRICULUM SELECTION

A. The curriculum for basic recruit training at the Wichita-Sedgwick County Law Enforcement Training Center is based on a job task analysis of the most frequent assignments assigned to deputies upon graduation, and/or as mandated by the State of Kansas.

1. Job task analysis is a systematic examination of the functions and task objective of each job to be performed as it relates to the knowledge, training, and skills required to perform the tasks or duties of the job.

B. The progress of each recruit is monitored and his/her performance evaluated. Written exams and practical field exercises are used to evaluate a recruit's competency in basic skills, knowledge and abilities needed to perform the function of deputy sheriff or detention deputy.

33.4.4 CONTENTS OF BASIC TRAINING

A. The Wichita/Sedgwick County Law Enforcement Training Center provides basic recruit training for commissioned deputies of the Sedgwick County Sheriff's Office, officers of the Wichita Police Department, and detention deputies of the Sedgwick County Sheriff's Office.

B. The mandatory curriculum of basic training for commissioned personnel is governed by the Kansas Law Enforcement Training Act, as specified in [K.S.A. 74-5601](#) through [K.S.A. 74-5619](#).

C. In addition to the training mandated by the State of Kansas, recruit deputies shall receive instruction in areas necessary or desirable for the efficient operation of the Sedgwick County Sheriffs Office.

33.4.5 FIELD TRAINING PROGRAM

A. The Sedgwick County Sheriffs Office requires a successful completion of a field training program for recent graduates of the Sedgwick County Law Enforcement Training Center. Field training for detention personnel is addressed in the detention manual.

B. Field training programs are closely supervised because the Sedgwick County Sheriffs Office believes the initial experience of a probationary deputy often shapes that individual's future career.

C. The Sedgwick County Sheriff's Office field training program includes provisions for the following:

1. Field training of at least eight (8) weeks;
2. Selection process of the field trainer;
3. Supervision of the field trainer;

4. Training of the field trainer;
5. Rotation of field assignments;
6. Guidelines for the evaluation of probationary deputies by the field trainer;
7. Reporting responsibilities of the field trainer.

D. Length of field training

1. The length of the field-training program is generally eight (8) weeks.
 - a. Upon the recommendation of a field trainer, a sworn probationary deputy's field training program may be extended.
 - b. A probationary deputy may also be sent back to the academy for remedial training in specific areas.
2. Upon completion of the field-training program, the probationary deputy is placed in a work assignment that allows for close supervision.

E. The selection process for field trainers is based upon the following criteria:

1. An attempt is made to identify those deputies who possess the following characteristics:
 - . Productivity;
 - a. Good demeanor;
 - b. Law enforcement experience;
 - c. Good communication skills; and
 - d. Familiarity with the operational policies and procedures.

F. Supervision of the field trainers

1. A Patrol Division lieutenant shall be designated as the field training program coordinator.
 - a. This lieutenant will be selected by the Patrol Division Commander.
2. One (1) road patrol sergeant on each watch will be designated as a field training supervisor.
 - a. This sergeant will be selected by the Patrol Division commander based on recommendations from the field-training coordinator.
3. The field-training supervisor will review and sign the daily observation report (D.O.R.).
4. The responsibility for the supervision of the field trainers and probationary deputies will reside solely with the designated field-training supervisors.

G. Training of field trainers

1. All personnel involved with the field-training program shall undergo specific training as designated by the training academy prior to assuming any duties with the field training program.
2. The field training coordinator, field training supervisor and the field trainer will have regular meetings to discuss the following:
 - a. A probationary deputy's progress or lack thereof; and
 - b. Any remedial training that should be given.

H. Rotation of field assignments

1. Each probationary deputy shall rotate through at least three (3) separate field-training deputies during the course of field training.

I. Guidelines for the evaluation of recruits by field training deputies

1. The field-training program evaluates the probationary deputy daily on the subject matter covered during the preceding watch.
 - a. The field trainer writes his/her comments on a daily observation report (D.O.R.), regarding how well the probationary deputy understood instruction in the areas covered during the previous watch.
 - b. The probationary deputy is encouraged to make written comments about the instruction that he/she received during the previous training.
 - c. Those areas the field trainer feels the probationary deputy needs additional instruction in will be covered until it is apparent that the probationary deputy has a complete understanding and can integrate that understanding into his/her day-to-day activities.
 - d. The daily observation reports are placed in the employee's personnel file upon successful completion of his/her field-training program.
2. The probationary deputy is evaluated on a daily basis throughout the length of the field-training program by the field trainer and watch supervisor.
 - a. The results are discussed with the probationary deputy and then sent to the field training coordinator.
 - b. Near the end of the field-training program, if it is apparent that a probationary deputy needs additional instruction in a certain area or areas, the field trainer, field training supervisor, and the field training coordinator will meet to draw up a plan of remedial instruction.

J. Responsibilities of field trainers

1. Field trainers explain operations and Sedgwick County Sheriff's Office policy and procedures to probationary deputies concerning all activities encountered during the field training program.

2. Field trainers demonstrate, guide, explain, and direct the fundamentals of the assigned task until the probationary deputy understands specified tasks.
 3. Field trainers administer a standardized test to each probationary deputy after each phase.
 4. Field trainers allow probationary deputies to assume tasks that they are ready to assume.
 5. Field trainers completely and accurately review the field trainer's outline with each probationary deputy and submit required reports to the appropriate supervisor in a timely manner.
- K. The Sedgwick County Sheriff's Office recognizes the advantage of training employees within the environment they will work, and utilizes on-the-job training in addition to a structured field-training program, as appropriate.
- L. The field training coordinator is responsible for maintaining liaison with the Wichita/Sedgwick County Law Enforcement Training Center to ensure that instruction given during field training does not conflict with any training received during the basic academy.