



General Order 33.5 - Training

PURPOSE: Describe in-service training and advanced training.

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ISSUED BY : Sheriff Jeffrey T. Easter

REVIEWED BY: Standard Review Committee

A handwritten signature in black ink, reading "Jeffrey T. Easter".

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DEFINITIONS:

A. In-Service Training: Training received during a training year, exclusive of basic training.

33.5.1 IN-SERVICE TRAINING

A. The Sedgwick County Sheriff's Office uses in-service training to ensure that personnel remain up to date with new laws, technological improvements, and revisions in departmental policy, procedure, rules, and regulations.

1. In-service training may include the following:
 - a. Periodic retraining or refresher training;
 - b. Specialized training;
 - c. Pre-promotional training;
 - d. Advanced training; and
 - e. Roll call training.

2. In-service training is formally structured and may be conducted in a classroom setting, on the firing range, or in other areas specifically suited for the material being taught.

B. Classroom and range training:

1. The Sedgwick County Sheriff's Office requires that commissioned personnel receive forty (40) hours of in-service training annually as mandated by Kansas state law.
2. In-service training shall include firearms qualification and classroom training

33.5.2 ADVANCED TRAINING

A. The Sedgwick County Sheriff's Office, in an attempt to further the operational management skills of department personnel may enroll them in advanced individual training.

1. This advanced training may be conducted at the F.B.I. National Academy, The Southern Police Institute, or other comparable institutions that offer advanced training in the desired fields of study.

B. Application

1. An employee who wishes to be considered for advanced training will submit a written request through the chain of command to his/her division commander.
2. The division commander will check the requested course availability or determine if there may be similar courses available.
3. If the employee is selected for the course, the division commander will have an application prepared.\

C. Selection

1. The selection of employees to attend advanced training is based upon the following criteria:
 - a. Needs of the Sedgwick County Sheriff's Office;
 - b. Recommendations from the employee's supervisor;
 - c. Competency displayed by the individual employee in regards to the task requiring the advanced training;
 - d. The approval of the bureau commander, whose responsible for ensuring that the course content meets the needs of the Sedgwick County Sheriff's Office.
 - e. Upon approval of the bureau commander, the sheriff will be notified of the application and recommendations, authorizing any final approval required.

D. Assignment Training

1. Due to the cost of certain advanced training courses, the attendance of a selected employee may require that the employee receive an assignment specifically related to the specialized training.

. This is all based upon the successful completion of the advanced training.

- E. Personnel who successfully complete advanced training may apply the hours received toward their annual training requirement.