



General Order 33.6 - Training

PURPOSE: Describe specialized positions, specialized training, and specialized training dates.

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ISSUED BY : Sheriff Gary E. Steed

REVIEWED BY: Standard Review Committee



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33.6.1 SPECIALIZED POSITIONS

A. The Sedgwick County Sheriff's Office believes that all sworn positions within the organization require pre-assignment and post-assignment specialized training. The following sworn positions within the Sedgwick County Sheriff's Office have been identified as specialized positions:

1. Deputy sheriff;
2. Detective;
3. Forensic investigator;
4. Undercover personnel;
5. Sergeant;
6. Lieutenant;
7. Captain; and

8. Major.

33.6.2 SPECIALIZED TRAINING

- A. The Sedgwick County Sheriff's Office provides more than the traditional on-the-job training to employees assigned to specialized positions. The training is based on a job task analysis of the specialized assignment. In addition to the development of specific skills, employees assigned to specialized positions are instructed in the administrative requirements and relationships of the specialized position or component to other parts of the organization. Each specialty position has associated with it certain legal and policy issues that are included in specialized training.
- B. Specialized training includes, but is not limited to, the following:
 - 1. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialty;
 - 2. Supervised on-the-job training;
 - 3. Sedgwick County Sheriff's Office policies, procedures, rules, and regulations specifically related to the specialized position;
 - 4. Performance standards of the specialized position; and
 - 5. Management, administration, supervision, personnel policies, and support services of the specialized position.
- C. Specialized training for the following specialized positions includes, but is not limited to:
 - 1. Deputy sheriff:
 - a. Prior to permanent appointment, a deputy shall satisfactorily complete a state certified basic training academy.
 - b. A deputy will also complete a field training program during a designated time period after initial appointment.
 - 2. Detective:
 - a. Detectives will be scheduled for various training courses after promotion to, or assignment to, the investigative section. The training will be specialized in nature and will be selected according to the needs of the Sedgwick County Sheriff's Office. Each detective will be required to complete a training program when newly assigned or reassigned to the investigative section after a long absence.
 - 3. Forensic investigators:
 - a. Forensic investigators must complete a training program that will familiarize them with the equipment and techniques utilized by crime scene investigators of the Sedgwick County Sheriff's Office. This basic instruction will take place within the Investigations Division.

- b. **(R)** Forensic investigators should attend the F.B.I. basic and advanced fingerprint school after appointment.
- 4. Undercover personnel:
 - a. After being selected for undercover work, a deputy will attend a two (2) week D.E.A. school. This two (2) week course may be supplemented or preceded by formal instruction at the division level.
- 5. Sergeant:
 - a. Deputies promoted to sergeant will be required to attend a basic police supervision course if they had not received any supervisory training prior to their promotion.
- 6. Lieutenant:
 - a. Deputies promoted to lieutenant will be required to attend an advanced course of instruction in law enforcement administration.
 - b. As class size and budgetary constraints allow, advanced training as specified in [section 33.5.2](#) will commence.
- 7. Captain:
 - a. In the event training as specified in [section 33.5.2](#) has not been completed by a deputy promoted to the rank of captain, such advanced training will be given at the earliest opportunity.
- 8. Major:
 - a. In the event training as specified in [section 33.5.2](#) has not been completed by a deputy promoted to the rank of major, such advanced training will be given at the earliest opportunity.

33.6.3 SPECIALIZED TRAINING DATES

- A. When specialized training was not given prior to assignment to a specialized position, the training as outlined in [section 33.6.2 B](#) shall begin within thirty (30) days of assignment to the new position. Specialized training, as outlined in [section 33.6.2 C](#), will commence as soon as practical where specialized training must be completed prior to assumption of duties.