



SOUTH MIAMI POLICE DEPARTMENT

GENERAL ORDER NUMBER: 15.2	DATE OF ISSUE: July 31, 2011	EFFECTIVE DATE: August 3, 2014	NUMBER OF PAGES: 03
CFA STANDARD: SUBJECT: <i>Training and Career Development – ACADEMY</i>	NEW (X) RESCINDS () AMENDS () OTHER ()	By Order Of:  Rene Landa, CHIEF OF POLICE	

CFA STANDARDS:

SECTIONS:

- 15.2.1 Academy Administration and Operations
- 15.2.2 Academy Facilities
- 15.2.3 Outside Academy, Role & Relationship
- 15.2.4 Academy Orientation Handbook
- 15.2.5 Agency Specific Training
- 15.2.6 Record Retention

RESCINDS: All existing orders in conflict.

PURPOSE: To establish departmental policy and provide guidelines for the use of training by outside academies; to provide procedures for acquainting new employees with departmental policies and procedures.

SCOPE: All departmental personnel.

POLICY: The South Miami Police Department requires that all full time and reserve sworn members be fully certified police officers, having completed a Law Enforcement Basic Recruit Training Program, consisting of a minimum of 672 hours, or a CO/LE crossover academy consisting of 344 hours, at one of the Florida Department of Law Enforcement approved Police Academies.

PROCEDURE:

15.2.1 Academy Administration and Operation

The South Miami Police Department does not operate a training academy. Recruit training is conducted at an academy certified by the Florida Division of Criminal Justice Standards and Training Commission.

15.2.2 Academy Facilities

The South Miami Police Department does not operate a training academy. Recruit training is conducted at an outside academy certified by the Florida Division of Criminal Justice Standards and Training Commission.

15.2.3 Outside Academy, Role & Relationship

- A. Basic police training in the state of Florida has been standardized by the formation of the Florida Department of Law Enforcement, Division of Criminal Justice Standards and Training Commission (CJSTC), as authorized by FSS, Chapter 943.
- B. The Training Unit is the liaison between the South Miami Police Department and the training academy and will confer with the academy director and staff as needed.
- C. The department may provide staff, facilities, instructors and any other assistance requested by the training academy upon approval by the Chief of Police.
- D. The department does not pay tuition and expenses incurred by new recruits without prior certification who need to attend the Police Academy for basic law enforcement training. Certified police officers from out of state agencies who need comparative compliance training will not be compensated for such training expenses and tuition; they must provide for their own tuition and related expenses.
- E. All newly hired employees of the South Miami Police Department receive instruction on the department's General Orders, The City of South Miami Police Department General Orders Manual, Accreditation, City of South Miami Employee Policies and Procedures Manual, and employee benefits by designated training coordinators, the City Human Resources Director, Field Training Officers, and during post-academy orientation, as appropriate.

15.2.4 Academy Orientation Handbook

The academy provides an orientation handbook to all new recruit personnel at the time academy training begins. This handbook contains information concerning the organization of the academy; the academy's rules and regulations; the academy's rating, testing and evaluation system; physical fitness and proficiency skill requirements; and daily training schedules.

15.2.5 Agency Specific Training

Additionally, sworn personnel are required to satisfactorily complete a minimum fourteen week Field Training program after graduating from the Police Academy. During this three month field training period, trainee officers must demonstrate their understanding of the department's Use of Force policy (G.O. 1.3, Use of Force), General Orders manual, and satisfactorily complete field training under the guidance of a department Field Training Officer.

15.2.6 Record Retention

The Training Unit supervisor shall keep records of academy training for each police employee, including CJSTC Certificates, and academy completion certificates.