

GENERAL ORDERS | SOUTH MIAMI POLICE DEPARTMENT



G.O. Number: 15.5	Subject: In-Service Training and Career Development	
Chapter: 15 Career Development		Number of Pages: 08
CFA Standard(s): 10.03, 10.13M, 10.16M, 10.18		Effective: 07/31/2011
By Order of Chief of Police: Reo Hatfield III Chief of Police 		Revised: 03/15/2024 Status: Amended

SECTIONS:

- 15.5.1 Definitions
- 15.5.2 Annual Retraining Program
- 15.5.3 Roll Call Training
- 15.5.4 Accreditation Training
- 15.5.5 Post-Traumatic Stress Disorder Training
- 15.5.6 Advanced Training
- 15.5.7 First Aid Refresher Training
- 15.5.8 AED Training
- 15.5.9 AED Use
- 15.5.10 AED Reporting
- 15.5.11 AED Maintenance and Inspection

RESCINDS: Any other existing orders in conflict.

PURPOSE: To establish departmental policy and provide guidelines for in-service training, roll call training and other advanced training for all department members.

SCOPE: All departmental personnel.

POLICY: To train and update departmental personnel through the use of in-service training, roll call training, training on specific accreditation matters, and other advanced/ refresher training courses.

15.5.1 DEFINITIONS

- A. **ACCREDITATION:** The bestowing of credentials symbolizing approval from a professional organization upon practitioners or specific institutions. Complying with specific accepted standards established for an institution or occupation.
- B. **ACCREDITATION MANAGER:** An employee designated by the agency administrator to oversee the planning and implementation of accreditation activities in the agency.
- C. **ANNUAL RETRAINING:** Training that occurs once every 12 months.
- D. **AUTOMATED EXTERNAL DEFIBRILLATOR: (AED)** A device that evaluates the patient's heart rhythm and delivers an electric shock to the heart if a shockable rhythm is detected.
- E. **ROLL CALL TRAINING:** Short training or informational sessions held just before, or after, a member's tour of duty.

15.5.2 ANNUAL RETRAINING PROGRAM

- A. In-service training is required of all personnel annually and will include refresher training, and as available, advanced training. The purpose of in-service training is to keep personnel up to date regarding new laws, technological improvements, and revisions in policies, procedures, rules, and regulations.
- B. Proficiency in-service training keeps employees current on the duties and responsibilities of the job being performed, enhances the employee's skills beyond the minimum level, and increases the potential for promotion.
- C. The Training Unit will maintain reference materials of

schools, academies, colleges and universities, and other sources where employees of the South Miami Police Department may receive advanced education or specialized training in furtherance of career goals and objectives.

- D. The Training Unit will issue schedules of prospective in-service training when information from regional training facilities is obtained.

15.5.3 ROLL CALL TRAINING

- A. Roll Call training consists of informational sessions of short duration provided to officers just before, or after, their tour of duty. It is intended to supplement all other training and should be used to keep officers up to date between formal training sessions.
 - 1. It is the responsibility of each supervisor to plan roll call training on an as-needed basis. Audio-visual aids, literature, publications, roll call board material, etc., may be incorporated into short, informational programs. Some of these materials will be provided by command staff personnel and other departmental supervisors.
 - 2. Instructional methods will include presentations that offer participation from the trainee and instructor through discussion. Video/ Audio may be obtained to supplement Roll Call training when appropriate.
 - 3. Roll Call training will be conducted by the Shift Sergeant, the Shift Supervisor, the Accreditation Manager, or any other person who may have expertise in the subject matter.
 - 4. Formal Roll Call training shall be documented on a memorandum/or email and forwarded to the Training Unit for record keeping.

15.5.4 ACCREDITATION TRAINING [CFA 10.03M]

1. Due to the importance of State Accreditation to the Department, all newly hired personnel will be briefed on the process and its importance. Training will include a background and explanation of Accreditation and an overview of the Department's General Orders Manual.
2. All Department personnel will receive familiarization training during the self-assessment phase and for each reaccreditation period.
3. All Department personnel will receive familiarization training just before each on-site assessment for reaccreditation.
4. The familiarization training required in A, B, & C above may be in the form of shift briefings, bulletins, emails, memos, or videos.
5. A member assigned to the Accreditation Manager position shall attend the Accreditation Manager course offered by the Florida Accreditation Office within one year of being appointed to the position. The course topics include: **[CFA 10.18]**
 - a. Program Overview
 - b. Commission History
 - c. Standard Interpretation
 - d. Organizational Involvement & CEO Commitment
 - e. Accreditation Mgr. Role & Responsibilities
 - f. Power STANDARDS Software Demonstration

15.5.5 MENTAL HEALTH ISSUES TRAINING

- A. Under F.S.S. 112.1815, all agency members shall receive periodic and initial educational training related to mental health awareness, prevention, mitigation, and treatment to include Post-Traumatic Stress Disorder. The Training Unit shall facilitate these trainings in consultation with the Human Resource Division. Reference Florida State Statute

112.1815 to determine provisions for employment-related accidents and injuries. **[CFA 10.16M]**

- B. It is also possible given the nature of law enforcement officers being required to be the first responders to multiple scenes of human tragedy during their career and recognizing that such duties can negatively impact those who are called into such situations, all sworn members and others members identified by the agency who come into face to face contact with those suffering from mental health issues or are subject to such traumatic incidents shall receive educational training, related to mental health awareness, prevention, mitigation, and treatment to include Post-Traumatic Stress Disorder.

15.5.6 ADVANCED TRAINING

- A. Departmental advanced training is based on:
1. Departmental training needs assessment: training needed to perform the day-to-day functions of the Police Department, such as functions within the organizational chart. Personnel will attend training at training centers or during in-service training sessions.
 2. FDLE mandatory training requirements.
 - a. Forty (40) hours every four (4) years.
 - b. Training is developed and mandated by FDLE.
 3. Training determined to be beneficial to departmental personnel for career development (i.e. supervisor's training course, team building, etc.)

- B. Departmental personnel are notified about advanced training by:
1. Specialized positions are announced and posted through departmental email.
 2. Training courses are announced and distributed through departmental email.
 3. Training needs are determined by Command Staff and approved by the Chief of Police. Personnel who are to attend such training are selected and approved, via the chain of command, by the Command Staff and the Chief of Police.
- C. The application process for personnel requesting advanced training is as follows:
1. For announced specialized training courses, interested personnel will submit memorandums via the chain of command to the Chief of Police.
 2. The memorandum shall include the course announcement, the reason for the request, and all costs associated with attendance.
 3. Personnel will be selected by the applicable Command Staff or Chief of Police and are notified by a departmental memorandum.
 4. Copies of such memorandum(s) will be forwarded to the Administrative Assistant and Training Unit supervisor.
 5. Memorandums will be filed in the applicable employee's training file. Upon completion of the course(s), certificates and relevant paperwork will also be filed in the employee's training file.
 6. Command staff of the rank of Lieutenant or above are eligible and encouraged to attend command staff training:
 - a. FBI National Academy
 - b. Northwestern Traffic Institute Command School
 - c. FDLE Florida Criminal Justice Executive Institute
 - d. Southern Police Institute Command Officer Course
 - e. Middle Manager Course
 - f. FBI Trilogy Courses

7. Sergeants are eligible and encouraged to attend supervisor training:
 - a. Line Supervision Course
 - b. Sergeant's Career Path Course
 - c. Middle Manager Course
 - d. FBI LEEDA

15.5.7 FIRST AID REFRESHER TRAINING

- A. The South Miami Police Department sworn members shall receive first aid refresher training on a periodic basis (at least every three years). The training shall include but not be limited to the following topics:
[CFA 10.13M]
 1. CPR/ AED.
 2. Legal Considerations.
 3. Basic First Aid.
 4. Trauma Emergencies; and
 5. Chain of Survival.
- B. First Aid Instructors will possess active CPR or First Aid Instructor Certification or be exempt as outlined in CJSTC Rule 11B-20.0014(2)(d)5,6.

15.5.8 AED TRAINING

1. All officers shall complete a training course in the operation of an AED.
2. Newly hired officers will receive AED training following their employment start date and before engaging in patrol duties.

15.5.9 AED USE

1. Personnel utilizing an AED should utilize personal protective equipment (PPE) when in contact with a patient.
2. When arriving at a scene of a medical emergency, personnel shall immediately survey the surroundings for employee and patient safety.

3. Upon initial assessment, ensure that Miami Dade Fire Rescue is enroute.
4. Initiate CPR if the patient is unresponsive with no breathing and no pulse. The AED should be used when the patient is unconscious, not breathing, and there are no signs of circulation. Exceptions to the above would-be deceased persons (decapitation, rigor mortis, decomposition, etc.)
5. Refer to the manufacturer's directions on the preparation of any AED device. Personnel shall follow the AED device's verbal prompts and commands.
6. After utilizing an AED device, department personnel shall not remove the electrodes or disconnect the AED from the patient.
7. When Miami Dade Fire Rescue arrives, they will assume responsibility for the medical care of the patient.

15.5.10 AED REPORTING

1. After utilizing the AED, a supervisor shall be immediately notified and an Offense Incident Report using the entry code of "AED" will be completed.

15.5.11 AED MAINTENANCE AND INSPECTION

1. Officers who are assigned AED devices shall inspect them before starting every shift per the manufacturer's instructions.
2. For stationary AED device located at the police station, the Services Supervisor shall inspect the device monthly to ensure a state of readiness.
3. If an AED device is inoperable or the battery is in a state of low charge, the AED Device shall be taken out of service and an email will be sent to the Services Supervisor.