



SOUTH MIAMI POLICE DEPARTMENT

GENERAL ORDER NUMBER: 15.7	DATE OF ISSUE: July 31, 2011	EFFECTIVE DATE: May 14, 2014	NUMBER OF PAGES: 02
CFA STANDARD: 10 SUBJECT: <i>Training and Career Development – CIVILIAN TRAINING</i>	NEW (X) RESCINDS () AMENDS () OTHER ()	By Order Of:  Rene Landa, CHIEF OF POLICE	

CFA STANDARDS: 14.02, 14.04, 14.12M, 14.13,

SECTIONS:

- 15.7.1 Civilian Orientation**
- 15.7.2 Civilian Pre-Service and In-Service Training**

RESCINDS: All existing orders in conflict.

PURPOSE: To establish departmental policy and guidelines for civilian orientation, training, and in-service training.

SCOPE: All departmental personnel.

POLICY: It is the policy of the South Miami Police Department to ensure that civilian employees are properly trained and kept current and prepared regarding the skills, knowledge and abilities necessary for accurate performance in their job.

PROCEDURES:

15.7.1 Civilian Orientation

All newly appointed civilian personnel will be acquainted with the operations of the department through an orientation program and applicable on the job field training, which will be conducted as soon as practical after appointment. The orientation program will include:

- A. The department's role, purpose, goals, policies and procedures (during orientation and field training);
- B. Working conditions, rules and regulations

- C. Rights and responsibilities of employees (during orientation and field training period).
- D. Accreditation process.

15.7.2 Civilian Pre-Service and In-Service Training

- A. Civilian personnel will be provided the opportunity to participate in in-service and specialized training programs sponsored or coordinated by the South Miami Police Department, and training conducted by outside academy sources.

At present there are no civilian positions that require training prior to employment. Civilian positions which require initial training and ongoing training commensurate with their job responsibilities are as follows:

- 1. Communications Supervisor;
 - 2. Communications Officer; [CFA10.11M]
- B. Specific technical training in certain areas may be available to employees upon request and approval by their supervisor and Command Staff (via chain of command), or if specific deficiencies are noted, or as mandated by state law.