

COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Subject: CIVILIAN TRAINING

Date of Issue: 01-01-1999

Number of Pages: 2

Policy No. T015

Review Date: 06-01-2007

Distribution: Departmental

Revision Date: 04-16-2012

I. Purpose

The purpose of this policy is to define those positions within the police department, which require the staffing of civilian personnel and to make provisions for the training of civilian personnel.

II. Civilian Positions

Civilian positions are those that require skills other than those for sworn positions, such as typing, clerical and record keeping skills. Sworn personnel will not be assigned to civilian positions except on a temporary basis or due to a specific departmental need. The Chief of Police shall review all positions within the department, on an annual basis, to determine if any position should be reclassified as civilian.

III. Civilian Training

A. Orientation

Newly appointed civilian personnel shall receive the following training prior to full assumption of job responsibilities:

1. Orientation to the department's role, purpose, goals, policies and procedures.
2. Working conditions and regulations pertaining to the position and general department procedures.
3. Responsibilities and rights of employees.
4. Familiarization with the accreditation process to include self-assessment, reaccreditation, and on-site assessments.

B. On-the-job training

Civilian personnel will receive on-the-job training provided by qualified department personnel. Such training will be provided for a reasonable time as determined by the appropriate supervisor.

C. Specialized training

Career development is available for all civilian personnel. Civilian personnel are encouraged to seek specialized training to improve their job skills and to participate in the higher education plan, (See Career Development). Personnel in civilian positions shall receive specialized training as determined by their appropriate supervisor. Customer Service Representatives (CSR) assigned to Support Services/Community Outreach Division must be GCIC certified prior to them entering information on GCIC or performing inquiries. CSRs also must be recertified every two years.

D. Retraining

Civilian personnel will be provided with retraining opportunities designed to update their skills and increase their knowledge for new job responsibilities. Retraining may include the update of new policies, rules and regulations or attendance at specialized schools.

This SOP supersedes any SOP previously issued.

BY THE ORDER OF THE CHIEF OF POLICE:

Stacey L. Cotton

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Chief of Police