


# AURORA POLICE DEPARTMENT DIRECTIVES MANUAL

<b>07.08</b>	<b>Title: Higher Education and Specialized Training</b>	
	Approved By: Nick Metz, Chief of Police	
	Effective: 09/01/1998	Revised: 05/17/2016
	Associated Policy:	
	References: City APM 3-08	
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**Duty  
Honor  
Integrity**

## 7.8 HIGHER EDUCATION AND SPECIALIZED TRAINING

### 7.8.1 Positions Requiring Specialized Training

The Aurora Police Department requires specialized training for sworn personnel assigned to a variety of positions. The list of positions in the Department requiring some specialized training includes, but is not limited to:

- (a) K9 Officer, Sergeants, or Lieutenant
- (b) S.W.A.T. / E.R.T. Officer, Agent, Sergeant or Lieutenant
- (c) Patrol F. T. O. Officer, Agent, Sergeant or Lieutenant
- (d) Traffic Section/Unit Officer, Agent, Sergeant or Lieutenant
- (e) Special Operations Bureau Officer, Agent, Sergeant or Lieutenant
- (f) Investigations Bureau/Detective Unit Agent, Sergeant, Lieutenant or Captain.
- (g) Narcotics Section Officer, Agent, Sergeant or Lieutenant
- (h) Crime Laboratory Section Lieutenant
- (i) Technical Services Bureau Sergeant, Lieutenant or Captain
- (j) Training Section Officer, Agent, Sergeant or Lieutenant
- (k) Training Section Background Investigator
- (l) EEO Investigator
- (m) Internal Affairs Section Sergeant or Lieutenant
- (n) Professional Standards Section personnel or Lieutenant

### 7.8.2 Topics Included in Specialized Training

Specialized training provided to sworn personnel of the Aurora Police Department addresses the following training concerns:

- (a) The training must develop or enhance the skills, knowledge or abilities necessary for an individual to perform acceptably in that specialization.
- (b) The training must include information about management, supervision, and personnel policies and support services, which are unique to that specialization.
- (c) The training must include complete information on the performance standards for that specialization.
- (d) The training must include familiarization with any agency-wide directives or policies, which specifically relate to that specialization.
- (e) The training must include supervised on-the-job training.

Training conducted by the Aurora Police Department for specialized assignments is initiated within 30 days of assignment to the specialized unit as scheduling allows.

### 7.8.3 Advanced Training

The Aurora Police Department provides advanced training for selected personnel. Advanced training can best be defined by giving examples. The following courses are examples of advanced training:

- (a) The F.B.I. National Academy
- (b) The Southern Police Institute
- (c) Northwestern University Traffic Institute (Long Course)
- (d) Temporary assignment to specialized units

### 7.8.4 Selection Criteria for Advanced Training

Sworn personnel may be selected to attend an advanced training course based upon the following criteria:

- (a) Demonstrated leadership capabilities.
- (b) Consistent high quality performance evaluations.
- (c) Demonstrated ability to use acquired knowledge for the improvement of the agency.

- (d) Demonstrated ability to successfully compete on promotional exams to achieve supervisory/management rank.
- (e) Demonstrated intellectual capabilities, which would ensure successful completion of the advanced training course.
- (f) High potential to be placed in a position where the knowledge gained would be most beneficial to the agency.
- (g) Approval of the Chief of Police or designee

Persons returning to the agency from advanced training will be assigned to the most appropriate position for utilization of that training whenever possible. Advanced training satisfies the requirements for supervisory/management training upon promotion.

#### 7.8.5 Tuition Assistance Program

The employee Tuition Assistance Program (TAP) provides monetary assistance for formal (college/university) accredited degree course work and certification classes. The details of the program can be found under the City of Aurora APM 3-08.