

	<p style="text-align: center;">BRIDGEPORT POLICE DEPARTMENT</p> <p style="text-align: center;">POLICY AND PROCEDURE GENERAL ORDER</p>	Distribution	General Order Number
		ALL PERSONNEL	9.06
		Original Issue Date	Reissue/Effective Date
		11/17/20	11/23/20
Order Title: CIVILIAN TRAINING		Accreditation Standard: POSTC: 3.6.9, 3.6.10	Section
		9	
		Section Title TRAINING	
Rescinds: 2.6.2.28, 2.6.2.29		Rebeca Garcia, Chief of Police	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE:

The purpose of this general order is to establish a written directive that describes the Bridgeport Police Department's procedures related to the training program for civilian employees.

II. POLICY:

It is Bridgeport Police Department policy to provide civilian employees with pre-service and in-service training to meet the requirements of job responsibilities as identified by a job task analysis for their respective position classification. Training for civilian employees will stress not only the skills necessary to perform the technical aspects of their job, but also the importance of the link that they provide between the Department and the public. The Department will provide annual retraining for all civilian employees for the purpose of maintaining and updating skills and knowledge for current, additional, or new job responsibilities.

III. PROCEDURE

A. Newly Appointed Civilian Training Requirements

1. All newly appointed civilian employees are to receive information consisting of the following, at a minimum:
 - a. Orientation to the Department's role, purpose, goals, policies and procedures
 - b. Working conditions and regulations
 - c. Responsibilities and rights of employees
 - d. Copies of pertinent Departmental directives as well as copies of the City of Bridgeport Work rules and Regulations.

2. Such training will normally be conducted by the City of Bridgeport's Personnel Department and by the employee's supervisor. However, if this information is not available by the City's Personnel Department, it will be the responsibility of the employee's direct supervisor to provide the information within sixty (60) days of employment in cooperation with the Training Division. This requirement can be met, either partially or in full, by the participation of the employee in an *Employee Orientation Program* for new civilian employees.

B. Civilian Positions Requiring Pre-Service and In-Service

1. Introduction

The Department identifies those civilian positions requiring pre-service and in-service training. Civilian personnel will receive initial and on-going training commensurate with their responsibilities. Such training will stress not only the skills necessary to perform technical aspects of their jobs but also the importance of the link they provide between citizen and Department, which often shapes a citizen's opinion of the Department.

2. Civilian Pre-Service Training Requirements

The following Bridgeport civilian employee positions shall require training prior to permanent assignment within the Department:

- a. Secretary
- b. Records Clerk
- c. School Crossing Guards
- d. Animal Control
- e. Lock Up / Holding Facility Detention Officers

Such training may be in the form of an informal meetings and/or classroom instruction. This training is the responsibility of City's Personnel Department, the employee's immediate supervisor, and/or the Training Division.

3. Civilian In-Service Training and Retraining

Civilian employees are to receive in-service training on an annual basis. Generally, the Department allots approximately eight (8) hours of such training annually for each civilian employee, subject to staffing and budgetary limitations. Additionally, civilian employees may be required to attend Department in-service training programs, which may assist them in their job duties and responsibilities. Division Commanders, Supervisors, and the Training Division shall review the training annually.

4. Report of Training

a. A Report of Training shall reflect the following:

- The names of employees attending the training;
- Course title;
- Instructor name;
- The date(s) of the training;
- Total training time;
- Training cost;
- Any certificates received;
- Pre and/or post test scores;
- Perceived value;
- Comments;
- Employee and supervisor signatures.

b. Reports of Training shall be included in the employees training file.

c. Copies of certifications and other documents evidencing successful completion shall be forwarded to the Training Division for inclusion in the employees training file.