

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Personnel / Administrative Policies		P&P-D-119
Specialized Training / Career Development / Succession Planning		
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I. POLICY

It is the policy of this Office to select the most qualified candidates for special assignment, special duty and special unit positions. In addition to qualifications that may already be possessed by these individuals, the Office will provide any specialized training that may be needed for these positions in order to perform specific functions. It is also the policy of this Office to encourage personal career development through the announcement of upcoming training opportunities offered in the surrounding area and to maintain a succession plan for the development of supervisors, command and executive leadership.

II. SPECIALIZED TRAINING PURPOSE

The purpose of specialized training is to provide:

- A. Development and enhancement of the skills, knowledge and abilities particular to the specialization.
- B. Supervised on-the-job training if appropriate.
- C. Any re-training requirements as determined by the member's respective division captain.

III. SPECIALIZED TRAINING DESCRIPTION

Specialized training will be provided for those functions and assignments requiring training for specialized skills, knowledge, and abilities beyond those gained in basic training or another post-academy training. Additional specialized training will be provided to those functions selected by the supervisory staff or to those officers required by virtue of promotion or assignment to have specialized skills.

Positions/assignments which require specialized training include, but are not limited to:

- Supervisory and Executive Leadership Positions
- Traffic Team
- Victim Advocate
- Crime Scene Technicians
- K-9
- Special Weapons and Tactics (SWAT)
- Field Training Officer (FTO)
- Bomb Team
- Haz Mat Team
- Motorcycle Team

- Drug Recognition Expert (DRE)
- Crisis Intervention Team (CIT)
- Armorers
- Law Enforcement Instructors (i.e. ACT, Firearms, Taser, etc)
- Wildland Fire Handcrew
- Communications Training Officer (CTO)
- Incident Dispatch Team (IDT)
- Mounted Patrol Unit (MP)

The division captain and supervisors will assess the training needs of employees newly assigned to special assignments, special duty and special unit positions. Those needs will be met as soon as reasonably possible. Please see Appendix A for a listing of the specialized training and retraining requirements for each listed position.

IV. CAREER DEVELOPMENT

All office personnel are encouraged to advance their skills and knowledge through career development. Periodically, the training department will announce various classes that are available in the surrounding area. If an employee is interested in any of the classes offered or has information on a class not announced, they will notify their supervisor to discuss the ability to attend the class.

If the class requires authorization, a training request form will be completed by the employee and submitted through their chain of command for approval

V. SUCCESSION PLANNING

Succession planning serves to help identify and mentor future leaders within the Office and provides its members with a guideline of pre-requisite and/or post-requisite higher education, training, professional development, experience, and skills needed to advance to new assignments, and/or supervisory and executive leadership positions. The “*Special Training Requirements*” in *Appendix A*, notes those that are required or highly desired of those members who want to transfer to a special assignment or promote in order to prepare them for these critical roles when vacancies or new openings occur.

The noted criteria will be reviewed annually by the Professional Standards Captain, with assistance of additional members of command staff, and may be revised as needed.

VI. HIGHER EDUCATION

The Douglas County Sheriff’s Office encourages its members to achieve a higher level of education in subjects that pertain to their field of work, in the following ways:

A. Tuition Reimbursement.

After one year of regular employment, County employees are eligible to apply for tuition assistance for job-related course work (refer to [P&P-L-109, Benefits](#)). There is an annual maximum of \$2,000.00 per regular full-time employee, and \$1,000 for regular part-time (at least .5) employees. Eligibility for this benefit ceases upon the effective date of separation from the County. If the separation occurs after tuition reimbursement approval, but prior to course completion, the approval shall be

rescinded. For more information, contact the Human Resources Department. (This program is subject to funding availability and may be suspended due to budgetary issues). <33.8.4c>

B. Promotional Selection Process.

This agency recognizes the benefit of promoting agency personnel who have a college education. During a file review for the promotional process, candidates receive 1 point for every 15 semester hours of college credit. This advantage could lead to promotion and a possible salary increase for the employee with a college education. It is not, however, a guarantee that the employee will be selected for a promotion strictly on the fact that they have a college education. (See [P&P-D-109, Promotions/Demotions](#), for further information on the selection process). <33.8.4b>

By Order of the Sheriff

Appendix A

Specialized Education/Experience/Training Requirements

Specialized Unit or Rank	Prerequisite/Post-requisite Training	Recertification/Recurring Requirements
Undersheriff	<ul style="list-style-type: none"> • Chief Deputy items plus CSOC New Undersheriff Institute. • Bachelor’s degree in related field, or equivalent education & experience. • Ten years of experience in law enforcement/detentions field, including minimum of two years’ experience in administration and supervision. 	<ul style="list-style-type: none"> • None
Chief Deputy	<ul style="list-style-type: none"> • Captain items plus bachelor’s degree in related field, or equivalent education & experience. • Extensive experience in law enforcement management, supervision, command, & administration. • Douglas County Leadership Academy (preferred). • PERF Senior Management Institute (preferred). • FBI LEEDA Executive Leadership Institute (preferred) [40 hours]. 	<ul style="list-style-type: none"> • None
Captain	<ul style="list-style-type: none"> • Lieutenant items plus associate degree in related field, or equivalent education & experience. • Six (6) years of law enforcement experience & five (5) years of experience in law enforcement supervision and management. • Extensive experience and training in multiple disciplines to include detentions, investigations, patrol, and administrative duties. • FBI National Academy [12 weeks] (preferred); or • NSA National Command & Staff College (preferred); or 	<ul style="list-style-type: none"> • None

	<ul style="list-style-type: none"> • CSOC Command Staff Institute [80 hours] (preferred). • AELE Jail & Prisoner Legal Issues Workshop (Detentions). • NTOA SWAT Command Decision Making & Leadership (Patrol). • FBI Rocky Mountain Command College (preferred). 	
Lieutenant	<ul style="list-style-type: none"> • Sergeant items plus four (4) years of public law enforcement experience. • Experience and training in multiple disciplines to include detentions, investigations, patrol, and administrative duties (preferred). • Northwestern University School of Police Staff & Command [10 weeks] • Leadership in Police Organizations (LPO) [3 weeks]. • Leadership Douglas County Program (preferred). • FEMA G290 Basic Public Information Officer Course (preferred). • FBI LEEDA Command Leadership Institute [32 hours] (optional). • Special Teams supervision (preferred). 	<ul style="list-style-type: none"> • None
Sergeant	<ul style="list-style-type: none"> • Two (2) years paid peace officer in state, county or municipal law enforcement agency & 1 year as commissioned deputy sheriff with Douglas County Sheriff's Office. • ICS 300 & ICS 400 • CSOC Supervisory Institute [80 hours] • Employers Council – Legal Issues for Supervisors & Managers (LEGL149). • Experience as a Detective (preferred). • FBI LEEDS Supervisory Institute [32 hours] (optional). • Training Instructor (preferred). 	<ul style="list-style-type: none"> • None

Civilian Directors, Supervisors & Leads	<ul style="list-style-type: none"> • Supervisory Institute [80 hours]. • Employers Council – Legal Issues for Supervisors & Managers (LEGL149). • Douglas County Innovation League [40 hours] (preferred). • CSOC Front-line Leadership Institute [40 hours] (preferred). • Colorado Open Records Law (Records). • See specific manager/director/lead job descriptions for required education and experience. 	<ul style="list-style-type: none"> • None
Corporal	<ul style="list-style-type: none"> • Experience as an FTO (preferred). • Complete FTO Development Course [40 hours] (preferred). 	<ul style="list-style-type: none"> • None
CIT	<ul style="list-style-type: none"> • P.O.S.T. approved 40-hour CIT training 	<ul style="list-style-type: none"> • None
Bomb Team	<ul style="list-style-type: none"> • DHS Hazardous Device School • All team members are required to meet the training standards outlined in the U.S. Department of Justice National Guidelines for Bomb Technicians. • All members must attend and graduate from the Hazardous Devices School at the U.S. Army Redstone Arsenal, located in Huntsville, Alabama. • Prior to attending Hazardous Devices School, new team members must have completed Hazmat Technician training that meets requirements set forth in 29 CFR 1910.120(q)(6)(iii). 	<ul style="list-style-type: none"> • Hazardous Device recertification every three years. • A minimum of 192 hours of training per year, to include: <ul style="list-style-type: none"> ○ A minimum of 40 hours of explosive related training, to include the safe use of live explosives through practical applications ○ Team trainings ○ International Association of Bomb Technicians and Investigators (IABTI) meetings and trainings, etc. • A minimum of 40 hours per year of outside training, to include regional trainings and training with other agencies.
Motorcycle Unit	<ul style="list-style-type: none"> • Basic motorcycle training and monthly training as available, based on the weather and schedules. • All motorcycle training will be in 	<ul style="list-style-type: none"> • Annual re-certification.

	<p>accordance with the law enforcement training program for motorcycles, approved by the Sheriff's Office. All training institutions must be approved by the Sheriff's Office before utilized for training.</p>	
Traffic Team	<ul style="list-style-type: none"> • Must have completed Patrol FTO program. • Must complete Level 1, Level 2 and Level 3 - Accident Reconstruction within 3 years. 	<ul style="list-style-type: none"> • Accident Reconstruction through bi-annual training.
SWAT Team	<ul style="list-style-type: none"> • All Members: Monthly agency training • Snipers: Basic sniper specialized training – approximately 40 hours. • All new members will be assessed for potential performance and mental suitability prior to being selected to be a SWAT member. <p><46.2.2></p>	<ul style="list-style-type: none"> • None
K-9 Team	<ul style="list-style-type: none"> • All K9 handlers must meet specialized training requirements to handle a DCSO K9. The canine lieutenant will appoint the designated trainer and will ensure all training is developed by the designated trainer in conjunction with the sergeant. • The canine sergeant will assure each canine team receives a sufficient number of training hours to ensure the team can meet or exceed standards. Twenty-eight hours of training a month must be completed to maintain the skill level required for certification. • All Sheriff's Office canines will be trained and certified in accordance with established standards as set by the Canine Unit trainer, sergeant, and lieutenant. • Canines must be certified before being used for narcotic detection. 	<ul style="list-style-type: none"> • A certified narcotic detector canine will be evaluated and certified annually to validate the canine's capability and level of performance.
Armorers	<ul style="list-style-type: none"> • 8hr class per weapon type. 	<ul style="list-style-type: none"> • Recertification every 3yrs
HazMat team	<ul style="list-style-type: none"> • Basic Training Course 	<ul style="list-style-type: none"> • Recertification every 3yrs

	<ul style="list-style-type: none"> • Operator Course • Technician Course • Specialist Course • Courses offered by numerous organizations following OSHA guidelines. 	
<p>Drug Recognition Expert</p>	<ul style="list-style-type: none"> • Successfully complete an approved course in the Standardized Field Sobriety Testing (SFSTs) before beginning the three-phase Drug Evaluation and Classification (DEC) Program, which includes the following phases: <ul style="list-style-type: none"> ○ Phase One: The 16-hour DRE Pre-school, which includes an overview of the DRE evaluation procedures, the seven drug categories, eye examinations and proficiency in conducting the SFSTs. ○ Phase Two: The 56-hour DRE School which includes an overview of the drug evaluation procedures, expanded sessions on each drug category, drug combinations, examination of vital signs, case preparation, courtroom testimony, and Curriculum Vitae (C.V.) preparation. At the conclusion of the 7-days of training, the officer must successfully complete a written examination before moving to the third and final phase of training. ○ Phase Three: During this phase the candidate DRE must complete a minimum of 12 drug evaluations under the supervision of a trained DRE instructor. Of those 12 evaluations, the officer must identify an 	<ul style="list-style-type: none"> • As specified in the IACP International Standards of the Drug Evaluation and Classification Program, all drug recognition experts must be recertified every two years following original certification.

	<p>individual under the influence of at least three of the seven drug categories and obtain a minimum 75% toxicological corroboration rate. The officer must then pass a final knowledge examination and be approved by two DRE instructors before being certified as a certified DRE.</p>	
LE Instructors	<ul style="list-style-type: none"> • Firearms Instructor: 40+hr NRA class for Handgun, Patrol Rifle, Shotgun, Tactical Shooting, Precision Rifle. Separate Shoot-house Inst class from various HRLETF approved vendor. Must maintain current CPR/First Aid/BLS Certification at all times. <4.3.5f> • ACT Instructor: Basic 1-week Krav Maga. • CPR Instructor: 4hr CPR Colorado course. • TASER Instructor: 3-day TASER certified course. • OC Instructor: 1-day class • Intoxilyzer Instructor: Certification as an Instructor requires completion of 16 hours of training and a lab practical. • Less Lethal Instructor: 4-day class. • SFST Instructor: 40hr class • Driving Instructor: 1-week course • Laser/Radar Instructor: 2-day course • LawFit® Instructor: 1-week course. 	<ul style="list-style-type: none"> • Firearms Instructors: re-certify every 3 years. (Shoot-house does not require re-cert). • ACT Instructors: re-certify every 2 years. • CPR Instructors: re-certify every 2 years. • TASER Instructors: re-certify every 2 years. • OC Instructors: re-certify every 2 – 3 years (based on manufacturer recommendations). • Intoxilyzer Instructors: must re-certify every 2 years. • Less Lethal Instructors: re-certify every 3 years. • SFST Instructors: must re-certify every 2 years. • Driving Instructors: None • Laser/Radar Instructors: None • LawFit® Instructors: None
Victim Advocate	<ul style="list-style-type: none"> • Staff Victim Advocates must be certified (or certifiable within a year) as a Colorado State Victim Advocate through the statewide organization, COVA (Colorado Organization for Victim Assistance). Basic, Intermediate, or Advanced certification are all 	<ul style="list-style-type: none"> • COVA (Colorado Organization for Victim Assistance) recertification required every 2 years. <ul style="list-style-type: none"> ○ Renewal requires a minimum of 32 hours of area specific training and 140 service hours.

	<p>acceptable. Requirements for certification are a combination of training hours, experience, and recommendation by a supervisor.</p> <ul style="list-style-type: none"> • Staff Victim Advocates must be certified (or certifiable within a year) as a National Victim Advocate through the national organization, NOVA (National Organization for Victim Assistance). Basic, Intermediate, or Advanced certification are all acceptable. 	<ul style="list-style-type: none"> • NOVA (National Organization for Victim Assistance) recertification required every 2 years. <ul style="list-style-type: none"> ○ Renewal requires a minimum of 32 hours of area specific training and 140 service hours.
Crime Scene Technician	<ul style="list-style-type: none"> • On the Job training with a Senior Tech • Drug Evidence and Fingerprint evidence require a formal training class. 	<ul style="list-style-type: none"> • Drug Evidence: Re-cert yearly. • Fingerprint Evidence: Re-cert yearly.
Field Training Officer (FTO)	<ul style="list-style-type: none"> • Trained in a course approved by the lieutenant / coordinator in charge of the respective FTO program and the captain or functional equivalent of the associated division / section. The FTO training program is a 40-hour class. 	<ul style="list-style-type: none"> • No recertification required, but continuation in position is based on yearly evaluations.
Wildland Fire Handcrew	<ul style="list-style-type: none"> • Must complete the following: <ul style="list-style-type: none"> ○ IS100 ○ IS200 ○ IS700 ○ IS800 • National Wildfire Coordinating Group (NWCG) courses to include: <ul style="list-style-type: none"> ○ S130 ○ S190 ○ L180 ○ Arduous Pack Test 	<ul style="list-style-type: none"> • Annual Wildland Fire Refresher • Annual Arduous Pack Test
Communications Training Officer (CTO)	<ul style="list-style-type: none"> • APCO Communications Training Officer course completion and certification. <COM 5.2.10a> • On the job training not required. <COM 5.2.10c> 	<ul style="list-style-type: none"> • Recertification every 2 years through APCO. <COM 5.2.10b>
Incident/Tactical Dispatch (All Comm Staff)	<ul style="list-style-type: none"> • Fire Department Wildland Training and MetCom All-Hazards Communications Training. 	<ul style="list-style-type: none"> • Annual skills refresher for both Wildland training and All-Hazards Communication

	<p><COM 5.2.10a></p> <ul style="list-style-type: none"> • On the job training not required. <p><COM 5.2.10c></p>	<p>training. <COM 5.2.10b></p>
<p>Mounted Patrol Unit (MP)</p>	<ul style="list-style-type: none"> • Own a well-trained horse with a good disposition and pass a basic horsemanship skills academy. 	<ul style="list-style-type: none"> • 40 hour yearly basic operator school for new members. • 40-hour refresher school for all team members.