

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870(R/S-06)	Reference Number <b>INV-008</b>
	Subject <b>Field Training Program for Newly Selected Detectives</b>	
	Special Instructions Replaces INV-020 dated September 16, 2009	Effective Date <b>March 1, 2015</b>

## **I. PURPOSE**

Establish guidelines for a field training program (F.T.P.) for newly selected detectives.

## **II. POLICY**

The district investigative commander (DIC) at the appropriate district shall be responsible for ensuring the training program occurs. The district investigative squad leader (ISL) shall perform the instruction.

## **III. PROCEDURE**

A. Field training program.

1. Shall begin during the first workweek after selection.
2. All F.T.P. task requirements shall be completed within 90 days.
3. The ISL shall use the "CID Task List" (Stock # 719) as the curriculum guide for the training. Upon the completion of a task on the list, the instructor shall initial and date the detective's task list booklet.
4. All completed task lists shall be forwarded, through channels, to the applicable major subordinate commander. After review and approval, the completed task lists shall be filed and retained at the applicable major subordinate commander's discretion.
5. Upon completion of the first six (6) months after selection as a detective, the employee's supervisor shall forward a memorandum, through channels, to the applicable major subordinate commander. The memorandum shall list the types of cases the detective has worked and training classes the detective has attended during the six (6) month period.
6. The Department will attempt to provide all newly selected detectives with training opportunities within their first year of assignment.

B. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.