

	STANDARD OPERATING PROCEDURE State Form 39870 (R)	Reference No. TRA-003
	Subject Return to Duty Retraining Requirement	
	Special Instructions Replaces TRA-024 dated January 15, 2015	Effective Date August 8, 2023

I. PURPOSE

Establish guidelines for retraining police personnel returning to work after a designated period of absence or returning to road patrol duties from a non-road patrol assignment.

II. POLICY

Department enforcement employees (for the purposes of this SOP shall include: troopers, Capitol Police Section (CPS) officers, and as required Motor Carrier Inspectors (MCI)) shall complete a designated retraining program prior to being allowed to return to enforcement duties.

III. PROCEDURE

A. A police employee is required to successfully complete a retraining program if:

1. The employee has been off work for more than 180 consecutive days; or
2. The employee has been in a non-road patrol duty assignment for more than 180 consecutive days and is returning to road patrol duties; or
3. The Superintendent deems the nature of the absence warrants attending a retraining program.
4. The absence from active duty is due to a medical condition, please refer to HMR-006 prior to any psychomotor re-training.

B. The Retraining program:

1. Enforcement employees who have been off work for more than 180 consecutive days or whom the Superintendent deems as necessary to attend a retraining program shall complete the following training courses:

Course	Instructor	Hours
Chemical test recertification*	Training Division/ Dept of Toxicology	2.0
Crash investigation update*	District commander or designee	1.0
Investigations update*	District investigative commander or designee	1.0
Laboratory update*	District technician	1.0
Legal update	Online	**
Local court and prosecutor*	Division/district commander or designee	1.0

Radio and computer use update	District commander or designee	2.0
“Ride-along” (Required)	District commander/FTO or designee	**
SOPs, Rules, and Regulations	Online	2.0
TIP update*	District commander or designee	**
RMS Refresher Training	District commander or designee	1.0
Emergency Vehicles Operation (EVO)	EVO Instructor	**
Defensive Tactics (DT)	DT Instructor	**
Firearms	Firearms Instructor	**
Conducted Electrical Weapon (CEW)*	CEW Instructor	**
Field Tactics Training (FTT)	FTT Instructor	**
Tac-Med	Tac-Med Instructor	**
ECWS	District commander or designee	1.0
Blue Teams	District commander or designee	1.0
Body Worn Camera/Evidence.com*	CJDD	**

*These classes may be waived if not applicable to the police officer’s position.

** Hours for training shall be established by the instructor following a review of the officer’s training record.

NOTE: The Training Division may select specific retraining topics in an effort to adapt the training to the needs of an individual officer which the Superintendent has assigned to a retraining program.

2. Upon the transfer, reassignment, and/or promotion of an officer from a non-road patrol duty assignment to a road patrol duty assignment, Human Resources shall notify the Training Division of the change in duty assignment so proper training may be identified.

3. Enforcement employees who have been in a non-road patrol duty assignment for more than 180 consecutive days and are returning to road patrol duties shall complete the following training courses (and any others determined necessary by the Training Division):

Course	Instructor	Hours
Radio and computer use update	District commander or designee	2.0
“Ride-along” (Required)	District commander/FTO or designee	**
TIP update*	District commander or designee	1.0
RMS Refresher Training	District commander or designee	**

Chemical test recertification*	Training Division/Dept of Toxicology	**
Crash investigation update*	District commander or designee	1.0
ECWS	District commander or designee	**
Body Worn Camera/Evidence.com	CJDD	**
Blue Teams	District commander or designee	1.0
Conducted Electrical Weapon (CEW)*	CEW Instructor	**
Local court and prosecutor*	Division/district commander or designee	1.0

* These classes may be waived if not applicable to the police officer's position.

** Hours for training shall be established by the instructor following a review of the officer's training record.

C. A commander has the latitude to add training hours to the retraining classes to ensure adequate time is available for needed remediation and/or additional training.

D. Failure to successfully complete any retraining requirement shall be immediately reported to the appropriate assistant chief of staff or major subordinate commander (MSC).

E. When retraining requirements have been completed, commanders shall forward a memorandum, through channels, to the Training Division. The memorandum shall give the name and PE number of the employee receiving the retraining and include:

1. Class name;
2. Instructor name;
3. Date of training;
4. Number of hours;
5. If applicable, qualification score(s).

F. Upon receipt of the memo, the Training Division shall review and enter the training records into Acadis.

G. In cases where the returning enforcement employee requests additional time to master the required minimum retraining classes and skills, the commander shall document the request and include this information in the commander's memorandum.

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