

	STANDARD OPERATING PROCEDURE State Form 39870 (R)	Reference No. TRA-003
	Subject Return to Duty Retraining Requirement	
	Special Instructions Replaces TRA-024 dated April 8, 2010	Effective Date January 15, 2015

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.

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	Training Code	Instructor	Hours
Chemical test recertification*	RD0100	Training Section/ Dept of Toxicology	2.0
Crash investigation update*	RD0200	District commander	1.0
Investigations update*	RD0300	District investigative commander	1.0
Laboratory update*	RD0800	District technician	1.0
Legal update	RD0900	Legal Office	2.0
Local court and prosecutor*	RD1000	Division/district commander	1.0
Radio and computer use update	RD1100	District commander	2.0
“Ride-along”(Required)	RD1200	District commander/FTO	**
SOPs, Rules, and Regulations	RD1300	Division/district commander	2.0

Course	Training Code	Instructor	Hours
TIP update*	RD1400	District commander	1.0
RMS Refresher Training	RD 1500	District commander	**

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

** Hours for training shall be established by the appropriate district or division commander or FTOC.

NOTE: Commanders 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. 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:

Course	Training Code	Instructor	Hours
Radio and computer use update	RD1100	District commander	2.0
"Ride-along"(Required)	RD1200	District commander/FTO	**
SOPs, Rules, and Regulations	RD1300	Division/district commander	2.0
TIP update*	RD1400	District commander	1.0
RMS Refresher Training	RD 1500	District commander	**

NOTE: Enforcement personnel who did not complete all or any part of required training such as firearms, defensive tactics, EVO, Legal Update, first aid, CPR, ethics, etc., because of their absence shall be required to complete the missed training upon their return to duty.

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 appropriate AC/S or MSC. The memorandum shall give the name and PE number of the employee receiving the retraining and include:

1. The classes of the retraining program in which the employee participated;
2. The specific dates when each class of the retraining program was completed, and
3. The number of hours the employee spent in each class.

F. When retraining is completed, commanders are to ensure that each class of training is entered individually into the Training Records Database (TRD) using established procedures according to the training codes provided herein.

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.