

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870 (R/S-06)</small>	<small>Reference Number</small> <b>TRA-004</b>
	<small>Subject</small> <b>Specialized Command-Management Training Courses</b>	
	<small>Special Instructions</small> <b>Replaces TRA-004 dated March 1, 2015</b>	<small>Effective Date</small> <b>July 6, 2018</b>

## **I. PURPOSE**

Establish guidelines for the selection of personnel to attend command, management and specialized training courses.

## **II. POLICY**

The Training Division has the responsibility of coordinating the selection procedure for admission to the FBI National Academy, University of Louisville’s Southern Police Institute Administrative Officer’s Course, Northwestern University’s School of Police Staff and Command and the Indianapolis Metropolitan Police Department Leadership Academy.

## **III. PROCEDURE**

A. The following is a brief description of the courses of instruction at the FBI National Academy, Southern Police Institute, Northwestern University School of Police Staff and Command and the Indianapolis Metropolitan Police Department Leadership Academy.

1. **FBI National Academy** - A 10-week in-residence course held at the FBI National Academy in Quantico, Virginia. The primary purpose of this course is to train officers in supervision, management and other specialized areas. The course includes a demanding physical fitness training program. Candidates must hold the rank of First Sergeant or above and meet certain height/weight or body composition standards as required by the FBI. Those who attend will receive undergraduate or graduate credits for classes successfully completed during the course, based on the type of classes taken. Additional academy information may be found at [www.fbi.gov/hq/td/academy/academy.htm](http://www.fbi.gov/hq/td/academy/academy.htm).

2. **Southern Police Institute Administrative Officer’s Course** - A 12-week in-residence course held on campus at the University of Louisville. This is an administrative course for police officers emphasizing police administration and personnel management procedures.

3. **Northwestern University - School of Police Staff and Command** - A 10-week course conducted either locally or at Northwestern University in Evanston, Illinois. The program provides present or potential administrators, commanders or supervisors with the knowledge and skills necessary for assuming increased responsibilities in administrative staff or line command positions. Eight (8) quarter college credit hours are awarded for successful completion of this course.

4. **IMPD Leadership Academy** – A 4-week leadership course requiring college-level academic ability which includes substantial reading and writing assignments, computer exercises, essay exams and a final thesis at the end of the course.

B. The Training Division shall announce when applications are being accepted for these specialized training programs.

C. Selection criteria and procedure.

1. Personnel submitting an application must have a Baseline Performance or higher rating in all categories on their most recent performance evaluation.

2. All police personnel the rank of Sergeant and above may apply for the Southern Police Institute, Northwestern School of Police Staff and Command and the IMPD Leadership Academy.

3. All police personnel the rank of First Sergeant and above may apply for the FBI National Academy.

4. When the Training Division announces applications are being accepted for any of the courses, interested personnel shall submit a memorandum and a one-page [résumé](#), through channels, to the Commander of the Training Division requesting consideration to attend the school. The résumé should explain the applicant's career objectives and how the training would be used to enhance the applicant's effectiveness within the Department. Additional information may also be required.

5. Each Commander shall make appropriate recommendations with supportive documentation.

6. Testing and interviews may be conducted for selection purposes.

7. The Training Division shall be responsible for compiling all screening procedure information for Primary Staff review.

8. The Primary Staff and the Commander of the Training Division shall review the results of any screening procedures, the applicant's career objectives and résumé and submit their recommendations to the Superintendent for consideration.

9. The Superintendent shall select personnel to attend the advanced training programs.

D. The Training Division shall coordinate with the appropriate school with regard to all entrance requirements and shall make all arrangements required for admission.

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