	STANDARD OPERATING PROCEDURE State Form 39870 (R/S-06)	Reference Number TRA-004
	Subject Specialized Command-Management Training Courses	
	Special Instructions Replaces TRA-004 dated October 20, 2025	Effective Date September 4, 2026

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 ten (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. Candidates must meet the following criteria:

a. Must be at least 32 years old
b. Hold the rank of lieutenant or above
c. Be medically cleared for strenuous physical activity and be able to complete a one-mile run within time limits (under 10 minutes for males and 11 minutes 30 seconds for females).
d. Not be enrolled in any additional full-time academic program during attendance.
e. Affirm that they will remain in law enforcement for at least three years following graduation.

Those who attend may opt to receive/pay for undergraduate or graduate credits for classes successfully completed during the course, based on the type of classes taken.

2. **Southern Police Institute Administrative Officer's Course** - A twelve (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 ten (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 four (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 applying 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 resume, through channels, to the commander of the Training Division requesting consideration to attend the school. The resume 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. The Training Division shall be responsible for compiling all information for review by the Deputy Superintendents.

7. The Deputy Superintendents and the commander of the Training Division shall review the information, the applicant's career objectives, and resume and submit their recommendations to the Superintendent for consideration.

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

D. The Training Division shall coordinate with the appropriate school regarding 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.