



University of the District of Columbia
Office of Public Safety and Emergency Management (OPSEM)
Washington, D.C.
GENERAL ORDERS

Subject:

In-Service Training

Series

300

Number

303.3

Change

NEW

Effective Date

July 31, 2018

Revision Date

Background

The profession of policing is ever changing. These changes are reflected in new laws, court decisions, and policies; implementation of new programs and technologies; and adaptation to social changes. In-service training is the means by which employees, sworn and civilian, are provided new information and skills, and existing knowledge is reinforced.

Purpose

To establish a process of scheduling training and responsibilities to ensure that members of the Department are attending and receiving necessary training.

Policy

The policy of OPSEM is to ensure that every employee receives the necessary training to perform his/her job. It is also recognized that training should occur throughout an employee's career, and that all sworn personnel receive annual re-training, which includes legal updates. (CALEA 33.5.1)

The demands for training will be balanced against operational needs. Department-wide training will be organized and conducted in ways that ensure that required assignments and posts are manned every day.

Members shall be required to attend a mandatory yearly training, forty (40) hour for sworn personnel and sixteen (16) hours of training for civilian personnel

Attendance

Employees scheduled to attend in-service training shall:

1. Bring any conflicts, (i.e. scheduled leave, court, etc.) to the attention of the training coordinator in order to be rescheduled.
2. Report on time on their scheduled training day. (CALEA 26.1.1) (CALEA 33.1.2)
3. Members shall wear the uniform of the day in accordance with the OPSEM General Order for Uniforms and Equipment.
4. Members shall conduct themselves in a professional manner at all times.



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5. Contact the Watch Commander on duty or Watch Commander On-Call if taking a sick day or an emergency leave day during scheduled training. (CALEA 22.2.1,c,d) (CALEA 26.1.1) (CALEA 33.1.2)
6. Forward any training records from non-department courses to appropriate OPSEM Training Unit Commander/Director for inclusion into employees training record.