



ROCKFORD POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 20.05

TITLE: Civilian Training

SERIES NUMBER: 20

SERIES TITLE / SUBJECT: Personnel Structure

TOPICS/ REFERENCE: Civilian Employees, Orientation, Training

APPENDICIES: None

ORIGINAL EFFECTIVE / ISSUE DATE: July 25, 2007

DATE OF LAST REVISION: May 01, 2013

THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RESCINDED

CALEA STANDARDS: 33.7.1 – 33.7.2

Policy:

It is the policy of the Rockford Police Department to strive for high productivity, efficiency, and to foster cooperation and unity of purpose by providing suitable training for civilian personnel.

Purpose:

The purpose of this Order is to provide guidelines for pre-service and in-service training for civilian personnel.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

- I. DEFINITIONS
- II. CIVILIAN TRAINING
- III. EFFECTIVE DATE
- IV. REVIEWS, REVISIONS AND CANCELLATIONS

I. Definitions:

- A. Civilian Personnel: Employees of the Department who do not have power of arrest and have not taken a sworn oath of office.

II. Civilian Training:

- A. The City of Rockford provides an orientation program for all newly appointed civilian employees. The orientation program consists of, but is not limited to, the following:
 1. Orientation to the City of Rockford and the Department's rules & regulations, role, purpose, goals, policies and procedures.

2. Working conditions, regulations, and employee benefits.
 3. Responsibilities and rights of employees.
 4. Facility orientation.
- B. In addition to orientation, training for civilian positions will be accomplished, prior to the employee assuming their job responsibilities, for the following positions.
1. Central Records
 - a. L.E.A.D.S.
 - b. Net.RMS training and certification.
 2. Report Review
 - a. L.E.A.D.S.
 - b. Net.RMS training and certification
 3. Informational Services
 - a. Net.RMS training and certification
 4. Evidence and Property
 - a. L.E.A.D.S.
 - b. Net.RMS training and certification
 - c. Computer Aided Lab Management System (C.A.L.M.S.)
- C. Civilian training will normally be conducted in the following manner.
1. In-service training
 2. On-the-job or field training
 3. Formal classes and seminars as appropriate and authorized by the employees' supervisor.

III. Effective Date:

- A. The policy on Civilian Training became effective on July 25, 2007.

IV. Reviews, Revisions and Cancellations:

- A. This General Order will be reviewed annually by the Supervisor of Training and Personnel and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order *10.01 – Written Directives*.
- B. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the Commander of the Administrative Services Bureau.

BY ORDER OF

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Chet Epperson

Chief of Police