

 ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 20.05 -		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 2
ORDER TITLE CIVILIAN TRAINING	SERIES NO. 20	SERIES TITLE / SUBJECT PERSONNEL STRUCTURE	
TOPICS / REFERENCE Civilian Employees, Orientation, Training		APPENDICES NONE	
EFFECTIVE / ORIGINAL ISSUE DATE July 25, 2007	REISSUE/ EFFECTIVE DATE November 2, 2010	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA (5th Edition 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. DEFINITION**
- II. CIVILIAN TRAINING**
- III. EFFECTIVE DATE**
- IV. REVIEWS, REVISIONS AND CANCELLATIONS**

I. DEFINITION

- 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 each **November** 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.** This order is a revision of and supercedes General Order **20.05 - Civilian Training** issued July 25, 2007.
- C.** Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau**.

BY ORDER OF

Chet Epperson
Chief of Police