	ANDOVER POLICE DEPARTMENT GENERAL ORDER	Number: M1305 Page: 1 of 2 Distribution: All
Title: SPECIALIZED TRAINING		Section: Training
Issued: 08/30/2012	Effective: 09/07/2011	Revised: 09/25/2013
Rescinds: All Previous	Amends:	
CALEA References: 33.6.1, 33.8.2		
Review: Annual	Authority: Chief Michael A. Keller	

I. Purpose

The purpose of this General Order is to establish procedures for training in specialized assignments.

II. Policy

Employees assigned to specialized activities shall receive specialized training related to the activity, to provide the skills, knowledge and abilities particular to the specialization.

III. Definitions

(This section intentionally left blank).

IV. Regulations

(This section intentionally left blank).

V. Procedures

A. Specialized Training

Rev. 09252013

1. Specialized training should be provided to employees whenever possible prior to assignment to the specific component or function, but may include supervised on-the-job training.
2. Specialized training may address supervisor, management and/or executive development training. Middle and upper level management employees may receive advanced training to supplement pre-promotional training or executive development training. All employees may receive advanced training to enhance specialization in topics of interest to the employee and the department.
3. All newly promoted employees will receive training in their new assignment prior to being assigned or within one year of assignment (33.8.2).
4. The following activities within the department require specialized training and includes a description of the required training and retraining requirements (33.6.1a, 33.6.1b):
    a. Intoxilyzer Operator: Obtain and maintain certification and compliance with the rules and regulations of the Kansas Department of Health and

Environment for testing human breath for alcohol for law enforcement purposes with the Intoxilyzer.

b. Armorer: All department designated armorers will successfully complete and armorer's course and receive updated training as needed.

c. Canine Officers: Canine officers will be trained and certified to handle their police canine and must certify as handlers yearly.

d. School Resource Officers: SROs will successfully complete the National Association of School Resource Officer Basic Training Course, or other equivalent course as determined by the Chief of Police. SROs may attend advanced SRO training at the discretion of the Chief of Police.

e. Field Training Officers: FTOs will receive training to prepare for the process of teaching and evaluating new recruits and will receive training on their responsibilities and the trainee's responsibilities before the start of every FTP process.

f. Bicycle Officers: Bicycle officers will complete an approved patrol bicycle training course.

g. Child Passenger Safety Technicians: Child Passenger Safety Technicians will complete initial training in accordance with the National Child Passenger Safety Certification Training Program and maintain certification by meeting all of the recertification requirements of the NCPSC.

h. Drug Recognition Experts: Obtain and maintain certification and compliance with the rules and regulations of the International Association of Chiefs of Police.

i. Range Master/Firearms Instructor: Complete certification course through the Kansas Law Enforcement Training Center or other certification course as approved by the Chief of Police.

Rev. 10252012

j. Defensive Tactics Instructor: Defensive tactics instructor will complete an approved defensive tactics instructor training, impact weapon instructor training, OC spray instructor training, and handcuffing instructor training and maintain certifications as required.

Rev. 10252012

k. Electronic Control Weapon Instructor: Electronic Control Weapon instructors will complete an approved Electronic Control Weapon instructor training course and maintain certification as required.