



Apex Police Department General Order



Title Training Programs	Order Number 502-21
Effective Date: January 20, 2021	Amends: General Order 502-20
CALEA Standard: 1.1.2, 1.2.9 (b), 4.3.3, 33.1.2, 33.1.3, 33.2.3, 33.2.4, 33.4.1, 33.4.2, 33.4.3 (a)(d)(e)(f)(g)(h), 33.5.1, 33.5.3, 33.5.4, 33.6.1, 33.7.1, 33.7.2, 46.1.9	Rescinds: Bulletin B001-19
Reference: Town of Apex Personnel Policy Manual GO 601 - Issued and Authorized Firearms GO 503 – Less-Lethal Instruments GO 107 – Procurement Cards GO 316 – Military Deployment and Reintegration Program Town of Apex Policy 108 – Travel and Training Policy	Pages: 22
Forms: F502 - Training / School Request F502a - Training Roster F502e - Accompanied Phase Release F502f - Full Duty Release F502g-Request for In-Service Training Date Change	

Training Programs

Purpose

The purpose of this directive is to develop and maintain a comprehensive training program by providing instruction at the agency level in those subjects pertinent to established methods, techniques, and procedures.

Policy

It is the policy of the Apex Police Department to provide training programs that are consistent with department goals and objectives for all employees.

Training Programs

NOTE: As approved by the Town Manager, where there is a conflict between this General Order and the Town of Apex Travel and Training Policy and Procedure, this directive supersedes the Town policy.

Definitions

Specialized Assignment – An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification. (**SOURCE:** CALEA)

Specialized Training – Training to enhance skills, knowledge, and abilities taught in either recruit or other in-service training. (**SOURCE:** CALEA)

Procedures

General

1. Training programs used by the department may be conducted internally or by an outside entity; including, but not limited to: (33.2.3)
 - Criminal justice agencies
 - Police associations
 - Equipment vendors or manufactures
 - Professional lecturers
 - Universities and community colleges
2. All employees are required to attend assigned training programs unless excused by the employee's Division Commander. (33.1.2)
 - If an employee is excused by the Division Commander, the employee will notify the Training Unit of the approved absence.
3. In cases of training programs conducted by the department, the instructors will document employee attendance using form F502a – *Training Roster*. (33.1.2)
 - **NOTE:** Only one training roster will be used to document all employee attendance participating in a training session.
4. Employees may be required to attend alternate training sessions as a result of excused or unexcused absences.
 - Disciplinary action may result from failure to comply with training attendance requirements. (33.1.2)
5. Upon successful completion of a department training session, the Training Unit will ensure each employee participating receives a certificate of completion. (33.1.2)

Training Programs

Training Committee

1. The Training Committee is established to review and make recommendations for the department's training program by identifying future training/education needs and areas of training/education beneficial to department employees. The committee is charged with coordinating and developing annual department training and ensuring all North Carolina Criminal Justice Education and Training Standards and, for Telecommunicators, the North Carolina Sheriff's Education and Training Standards are met. (31.1.1(d))
2. The Training Committee will annually review the current training programs and recommend modifications, additions, or deletions based on this review, to ensure that they complement the training needs of the department. (33.1.1(c))
3. The Administrative Division Commander is responsible for the department's training function and will serve as the coordinator of the Training Committee. (31.1.3(a)(c))
4. The following members will make up the Training Committee by virtue of rank or assignment: (33.1.1(a) (b))
 - Chief of Police
 - Deputy Chief of Police
 - Training Sergeant
 - Training Officer
 - Division Commanders
 - Communications Manager
 - Records/IT Manager
 - Accreditation Manager
 - Others as approved by the Chief of Police
5. The Training Committee reports to the Chief of Police. (31.1.1(e))
6. The Training Committee will use, at a minimum, the following resources in developing department training programs:
 - Submitted requests for training
 - Member evaluations and individual development plans
 - Staff reports or meeting notes
 - Suggestions from employees and members of specialized assignments
 - Field observations
 - Training Committee reports
 - Training class evaluations
 - Recommendations from performance appraisals, if applicable
 - Recommendations from Professional Standards findings, if applicable

Training Programs

In-Service Training

1. All officers and Telecommunicators, as well as some employees based upon their position and/or job description, will complete an annual re-training program, which consists of one or more of the following training programs: (33.5.1)
 - State-Mandated, In-Service Training (IST) requirements
 - Recertification to carry firearms and electronic control devices (ECD), kinetic energy impact devices, and less-lethal weapons systems as outlined in [General Order 601 – Issued and Authorized Firearms](#) and [General Order 503 – Less-Lethal Instruments](#)
 - Legal Updates
 - Specialized training
 - Advanced training
 - OSHA training (i.e. Bloodborne Pathogens and Exposure Control Plan Training)
2. All officers are required to receive a minimum of 24 hours of IST annually. Telecommunicators are required to complete 16 credits of IST annually. (**SOURCE:** NC Department of Justice Criminal Justice Training and Standards and/or Sheriff's Training and Standards) (33.5.1) (33.4.3(e))
3. The Training Unit is responsible for coordinating IST schedules annually for all employees. Tasks related to this responsibility may be delegated to the Training Unit.
 - The Training Unit is responsible for creating and making available to all employees an annual IST calendar through appropriate means (i.e. police network, PowerDMS, email, etc.).
 - Any employee that needs to be excused from his/her scheduled IST date is required to complete form F502g - *Request for In-Service Training Date Change* and submit it through his/her chain of command.
 - All requests must be submitted no fewer than 10 days prior to the earliest noted training date on the form (i.e. Original or Requested Training Date) to allow for the form to be reviewed by the chain of command and approved requests to be processed.
4. Training attendance required by the state will be documented in accordance with state requirements. Officers and Telecommunicators failing to attend mandated training are subject to department discipline, as well as sanctions from North Carolina Criminal Justice Education and Training Standards Commission (law enforcement officers) or North Carolina Sheriff's Education and Training Standards Commission (Telecommunicators), up to and including the suspension of the employee's certification.
5. In addition to the annual IST program, employees may be required to complete one or more of the following:

Training Programs

- Employees will attend all retraining/recertification training as required by the certification held
 - Sworn employees will attend training sessions for other less-lethal weapons such as OC spray, baton, and other weaponless control techniques (SCAT) at least biennially (4.3.3)
 - Ethics training for all employees will be conducted at least biennially (1.1.2)
6. Topics suitable for in-service retraining sessions may include but are not limited to: (33.5.1)
- Departmental policy and procedures with a focus on any changes or a review of procedures
 - Bias-based profiling issues including legal aspects (1.2.9 (b))
 - Statutory or case law affecting law enforcement operations with an emphasis on changes
 - The function of agencies in the local criminal justice system
 - Exercise of discretion in the decision to involve the criminal justice process
 - Interrogation and interview techniques
 - Performance evaluations – process and purpose
 - New or innovative investigative techniques
 - Contingency plans for special operations and unusual occurrences (i.e. All Hazard Plan, General Order 1408, Continuity of Operations Plan) (46.1.9)
 - Crime Prevention policies and procedures
 - Collection and preservation of evidence
 - Report writing and records system procedures and requirements
 - Search and Seizure
 - Domestic Violence
 - Criminal Intelligence
 - Other topics as determined by the Deputy Chief of Police or Chief of Police

Outside Training Institutions and Recruit Officer Training

1. The department does not operate a training academy. Employees hired that are not certified by the North Carolina Criminal Justice Education and Training Standards Commission will attend a Basic Law Enforcement Training (BLET) Academy approved by the Commission at a local Community College or Justice Academy facility selected and approved by the department. (33.2.3)
2. The department uses outside training academies for the provision of basic and specialized training. These academies may be administered through a community college, the North Carolina Justice Academy, or other affiliated law enforcement agencies. (33.2.3)
3. The department will ensure that all training provided conforms to requirements set forth by the North Carolina Criminal Justice Education and Training Standards Commission. (33.2.3)

Training Programs

4. The Training Unit and/or the Training Coordinator will monitor the progress of department employees attending a BLET academy and will maintain communication between the department and the academy staff about the progress of the employee. (33.2.3)
5. The department will provide employees attending a BLET academy with required learning materials not furnished by the academy. These materials may include but are not limited to: student notebooks, reference books, clothing, equipment, and/or vehicles. (33.2.3)
6. When attending an academy, officers are in an on-duty status and are covered by Workers' Compensation and other related employee benefits. (33.2.3)
7. The department and the academy provider will each be legally responsible for the actions or omissions of their respective employees, instructors, and/or students. (33.2.3)
8. Officers serving as instructors in an off-duty capacity are the responsibility of the academy provider. (33.2.3)
9. Employees attending non-approved courses while off-duty are not covered by Workers' Compensation or any other related Town of Apex employee benefits. (33.2.3)
10. BLET at local community colleges or North Carolina Justice Academy facilities do not provide department-specific training in policies, procedures, rules, or regulations. Newly hired employees will receive instruction in department policies, procedures, rules, and regulations during a field-training program. (33.2.4)
11. All officers will successfully complete an approved BLET course before being assigned to a position that requires the officer to carry a firearm, enforce laws, or make arrests. No recruit officer is to be assigned to a field-training program prior to the successful completion of BLET and the recruit is duly sworn as required by state law and department policy, except for newly-hired, sworn employees meeting the minimum out-of-state transferee requirements defined by the North Carolina Criminal Justice Education and Training Standards Commission. (33.4.1)
12. Recruit training for newly hired officers that are not certified will be the BLET approved and regulated by the North Carolina Criminal Education and Training Standards Commission. (33.2.3)
13. Recruit training, at a minimum, will include:
 - Curriculum-based training that covers tasks most frequently associated with the duties of officers who complete recruit training (33.4.2 (a))
 - Utilization of methods and techniques to evaluate the skills, knowledge, and abilities acquired through the training. (33.4.2 (b)) Techniques used to evaluate competence include, but are not limited to:
 - written exam

Training Programs

- practical exercises
- classroom discussion and participation
- role play
- State administered State Comprehensive Examination

Field Training

1. The department uses the Apex Field Training and Evaluation Program (AFTEP) for field training of newly-hired, recruit officers.
2. Each Field Training Officer (FTO) will attend an approved training course prior to serving in this role. (33.4.3 (e))
3. FTOs will be provided with guidelines defining:
 - Overall training responsibilities
 - Specific skills, knowledge, and abilities to be assessed, taught, or performed
 - Evaluation considerations
4. The assessment of an FTO's effectiveness will be included in the officer's annual performance evaluation. The assessment will be completed by the immediate supervisor of the FTO and will include information regarding:
 - The training performed
 - Deficiencies or problem areas concerning instructional techniques
 - Strengths concerning instructional techniques

Field Training Program

Recruits

1. The duration of the department's field-training program will be a minimum of 28 working days for lateral hires and 42 working days for new hires. The *Apex Police Department Field Training and Evaluation Program Manual* outlines program durations as well as program specifics regarding field training. (33.4.3 (a))
2. The FTO will have access to the *Apex Police Department Field Training and Evaluation Program Manual* through the department's approved document management system (i.e. PowerDMS) for purposes of recruit officer field training.
 - The manual covers numerous police-related topics, including directives issued by this department.
 - Each topic listed within the manual will be discussed between the FTO and the recruit officer.
 - Each listed topic discussed will be initialed and dated by both the FTO and the recruit officer.

Training Programs

3. During the field-training program, each recruit officer may be rotated through all departmental units and assignments in order to become familiar with each assignment's duties and to be further evaluated by another FTO. (33.4.3 (f))
4. The FTO will closely observe the progress of the recruit officer, pursuing corrective measures as necessary, and continuously providing positive guidance through the training process.
5. In the event that the assigned FTO is unavailable while the recruiting officer is scheduled to work, the recruiting officer must ride with another certified FTO, if one is available.
 - Should the assigned FTO be absent from work or reassigned for a period to exceed 14 days, another FTO should be permanently assigned to train the recruit officer.
6. The FTO will complete a Daily Observation Report as outlined in the *Apex Police Department Field Training and Evaluation Program Manual* on the recruiting officer's performance until the program has been covered in its entirety. (33.4.3 (h))
7. Daily Observation Reports will be completed by the FTO documenting progress as outlined in the *Apex Police Department Field Training and Evaluation Program Manual*. (33.4.3 (g))
 - The completed DOR will be reviewed with the recruiting officer and include a discussion of areas deemed deficient, areas deemed outstanding, and areas in which demonstrated progress is evident.
 - The DOR review will be conducted in the presence of either the squad Sergeant, who may assist in the assessment of the recruit officer's progress. (33.4.3 (g))
 - On completion of the DOR review, the FTO will submit the evaluation as outlined in the *Apex Police Department Field Training and Evaluation Program Manual*. (33.4.3 (g))
 - Evaluations to include any other FTO program documenting the recruit officer's performance will be filed in the recruit officer's personnel file. (33.4.3 (g))
8. At the end of the Accompanied Phase and/or Unaccompanied Phase, a recommendation of release will be completed as outlined in the *Apex Police Department Field Training and Evaluation Manual*. (33.4.3 (g))
 - The release will be documented on the appropriate recommendation of release form.
 - F502e – *Independent Phase Release*
 - F502f – *Full Duty Release*
 - Release forms will be submitted through the chain of command to the Chief of Police, and will include, written comments added at each level of command.

Training Programs

Current Employees

1. Employees who have been absent due to medical leave, leave of absence, or light duty for more than 90 days may be required to complete a modified training program to re-acclimate themselves with the department and the duties of their assignment. This may include but is not limited to:
 - Riding with an FTO for a specified time frame
 - Policy review
 - Participation in a training program to enhance knowledge or skills (i.e. firearms qualification, driver training, etc.)
2. Employees returning from military deployment will be required to complete a reintegration program as outlined in General Order 316 – *Military Deployment and Reintegration Program*.

Investigator Training and Evaluation Program (ITEP)

1. The Investigator Training and Evaluation Program (ITEP) is a program consisting of several phases designed to provide the newly-assigned investigator with experiential training on pertinent aspects of the Criminal Investigation Division duties, as well as specific operational procedures and practices of the department. It also contains an evaluation component to measure the performance of the newly assigned investigator against a standard of expected performance.
2. The ITEP is administered by the Criminal Investigations Division.
3. The appropriate unit sergeant will coordinate all aspects of the ITEP, including curriculum, logistics, scheduling, performance measurements, and documentation.
4. All non-probationary investigators are expected to serve in this capacity.

Specialized and Advanced Training

1. Specialized training will be used to assist in: (33.6.1 (a))
 - Development and enhancement of skills, knowledge, and abilities in addition to those taught in recruiting or other in-service programs that are beneficial in a specialized role or assignment
2. As soon as practical of an employee's assignment to a specialized component, any specialized training required by that assignment will begin, which may include formalized training and/or supplemented by supervised on-the-job training provided by the department. (33.6.1 (c))
3. Advanced training is usually provided through facilities outside the department and is designed to impart higher-level management, supervision, and technical skills to participants.

Training Programs

4. Employees receiving advanced or specialized training may, upon completion of such training program:
 - Be assigned or transferred to positions, which will allow them to use the training received
 - Be assigned to specific duties within their current assignments, which would allow the use of the training received
 - Be requested to instruct other persons

5. The following assignments within the department that require specialized training, include but are not limited to: (Refer to below chart for training requirements) (33.6.1. (a)(b))

Assignment	Required Training	Retraining
Bicycle Officer	Bicycle Patrol Course or equivalent training session as approved by Patrol Division Commander prior to functioning in the capacity	Any retraining as directed by the Patrol Division Commander, Deputy Chief of Police, and/or Chief of Police
SRT Officer	Basic SRT "Operator" Course or equivalent tactical school as approved by SRT Commander within 12 months of assignment	Any retraining as directed by the SRT Commander, Deputy Chief of Police, and/or Chief of Police
SRT Sniper	Basic Sniper School or equivalent tactical school approved by SRT Commander within 12 months of assignment	Any retraining as directed by the SRT Commander, Deputy Chief of Police, and/or Chief of Police
Alcohol Screening Test Device (ASTD) Operator	Alcohol Screening Test Device (ASTD) Course or equivalent training session as approved by the NC Department of Health and Human Services, Forensic Tests for Alcohol Branch Unit prior to operating such alcohol screening test device	Any retraining/recertification as directed by the NC Department of Health and Human Services, Forensic Tests for Alcohol Branch
Crisis Negotiation	Basic Negotiator School or equivalent training session as approved by SRT Commander within 12 months of assignment	Any retraining as directed by the SRT Commander, Deputy Chief of Police, and/or Chief of Police
Field Training Officer	Basic FTO School or equivalent approved training session	Any retraining as directed by the Training Unit, Administrative Division Commander, Deputy Chief of Police, and/or Chief of Police

Training Programs

Instructor (General, Firearms, Physical Fitness, Less-lethal Instruments, SCAT, Chemical Agents, etc.)	General Instructor Certification or equivalent training session as approved by the NC Justice Academy (NCJA) prior to being utilized as an instructor. Instructors for specialty topics under the preview of NCJA (i.e. Taser Instructor) must complete manufacturers' or overseeing organizations' instructor training program prior to administering training sessions	Any retraining as directed by the NC Justice Academy (NCJA) and/or the manufacturer or overseeing organization
Intoximeter/ Intoxilyzer Operator	Obtain certification through an Intoximeter/Intoxilyzer school or equivalent training session as approved by the NC Department of Health and Human Services, Forensic Tests for Alcohol Branch prior to operating such instrument	Any retraining/recertification as directed by the NC Department of Health and Human Services, Forensic Tests for Alcohol Branch
Radar Operator	Obtain certification through a Basic Radar School or equivalent training session as approved by the NC Criminal Justice Standards Division (CJSD) prior to operating instrument	Any retraining/recertification as directed by the NC Criminal Justice Education and Training Standards (CJSD)
Training Coordinator	Complete any training as required by the NC Justice Academy prior to assignment	Any retraining as directed by the NC Justice Academy
Background Investigator	(Note: May be assigned to all Divisions) Complete any background investigator training as required by the NC Criminal Justice Education and Training Standards and the Chief of Police prior to functioning in this capacity	Any retraining as directed by the NC Criminal Justice Education and Training Standards and the Administrative Division Commander, Deputy Chief of Police , and/or Chief of Police
Voice Stress Analyst	Any training as required by the NC Criminal Justice Education and Training Standards and/or the manufacturers' or overseeing organizations' training program prior to functioning in this capacity	Any retraining as directed by the NC Criminal Justice Education and Training Standards and/or the manufacturers or overseeing organizations
Communication Training Officer	Any training approved by the Communications Training Coordinator prior to functioning as a CTO	Any retraining as directed by Communications Manager , Administrative Division Commander, Deputy Chief of Police , and/or Chief of Police

Training Programs

Division of Criminal Information (DCI) Operators	Receive training and obtain certification as required by the NC Justice Academy and the NC State Bureau of Investigations Division of Criminal Information (DCI) or other competent authority prior to functioning in capacity	Any retraining/recertification as directed by the NC State Bureau of Investigations Division of Criminal Information (DCI) or other competent authority
Accreditation Manager	Complete training as approved by the accrediting organization and the Chief of Police in accordance with this General Order	Any retraining as directed by the accrediting organization, Deputy Chief of Police , and/or Chief of Police
Recruiter	(Note: This function is carried out by all divisions and all persons assigned to recruitment activities must be trained) Complete training in personnel matters, including equal opportunity employment, as directed by the Chief of Police or other competent authority prior to functioning in the capacity	Any retraining as directed by the Administrative Division Commander, Deputy Chief of Police , Chief of Police, and/or other competent authority
Motorcycle	Complete training in a Police Motorcycle Course or equivalent training session as approved by Patrol Commander prior to functioning in the capacity	Any retraining as directed by the Patrol Division Commander, Deputy Chief of Police , and/or Chief of Police
School Resource Officer	Complete School Resource Officer Training or equivalent training session approved by the NC Justice Academy (NCJA) and/or the Admin. Commander	Any retraining as directed by the Administrative Division Commander, Deputy Chief of Police , and/or Chief of Police
Community Policing Officer	Complete training in a Community Orientated Policing or equivalent training session as approved by the NC Justice Academy (NCJA) and/or Admin. Commander	Any retraining as directed by the Administrative Division Commander, Deputy Chief of Police , and/or Chief of Police
Explorer Post Advisor/Assisting Employee(s)	Youth Protection Training as approved by Learning for Life, Law Enforcement Exploring	Youth Protection retraining is to be completed every two years for employees interacting with Explorers
Training Officer/Supervisor	Complete general instructor training course, Field Training Officer (FTO) training course , and any other training as required by the assignment within 12 months of appointment	Any retraining/recertification as directed by the NC Criminal Justice Education and Training Standards, the Administrative Commander, Deputy Chief of Police , and/or Chief of Police

Training Programs

Canine (K-9) Handler	Complete Basic K-9 Handler Certification Course through approved credible agency/organization and any other training as required by the assignment within 12 months of appointment	Any retraining as directed by the Patrol Division Commander, Deputy Chief of Police, and/or Chief of Police
Crisis Intervention Team (CIT) Coordinator	Complete an approved Crisis Intervention Team (CIT) training course prior to functioning in this capacity	Any retraining as directed by the Patrol Division Commander, Deputy Chief of Police, and/or Chief of Police
Terminal Agency Coordinator	Complete training and obtain certification as required by the NC State Bureau of Investigations Division of Criminal Information (DCI)	Monthly training sessions and any other retraining/recertification as directed by the NC SBI

New Employee Training

1. All newly appointed personnel will receive, as soon as practical after hiring, the following minimum information on the Town of Apex and the department:
 - Orientation to the department's role, purpose, goals, policies, and procedures (33.7.1(a))
 - Working conditions and regulations (33.7.1 (b))
 - Responsibilities and rights of employees (33.7.1 (c))
 - Applicable regulations pertaining to release, confidentiality, and security of department records
 - Employee benefits
 - Complaint Resolution procedures
 - Employee Assistance Program (EAP)
 - Exposure Control Plan and Bloodborne Pathogens as related to their job duties
 - Personal Protective Equipment (PPE) as related to their duties
 - Police Facility Emergency Evacuation Plan
 - Fire extinguisher training
 - Traffic Incident Management System (TIMs) as related to their duties
 - Other related training

2. Each employee will receive supervised, on-the-job training to meet the requirements identified in that employee's specific job description. Additionally, division-based training will be conducted as follows:
 - Patrol Division – During the field training program
 - Communications – During Communications field training program
 - Criminal Investigations Division – During the Investigator Training & Evaluation Program (ITEP)
 - Administrative Division – By the Administrative Division Commander

Training Programs

Civilian Position Pre-Service & In-Service Requirements (33.7.2)

1. Training and/or retraining of all civilian employees will be coordinated through the Training Coordinator. The training will be designed to update skills and to increase knowledge for new job responsibilities or to improve current, job-related performance.
2. Civilian employees may use training available through the department, Town of Apex, and outside training as approved by their supervisors pursuant to applicable departmental General Orders.
3. In accordance with this General Order, all employees will receive training on the role, purpose, goals, policies and procedures, working conditions and regulations, as well as, responsibilities and rights of employees. (33.7.1)
4. Candidates for civilian positions are not required to have specific, pre-service training.
5. Refer to the below chart for in-service training requirements. (33.7.2)

Position	Pre-service	In-service
Records Clerk	None	<ul style="list-style-type: none"> • North Carolina Municipal Retention & Disposition Schedule • Records Management System (RMS) Training • Notary Public Certification • DCI Level I-General Inquiries • DCI Level II-Crime History • E-Citation • Public Records Law • Other Related Training
Evidence Clerk & Quartermaster/ Evidence Clerk (Limited Service Employee)	None	<ul style="list-style-type: none"> • Records Management System (RMS) Training • Property and Management Room Procedures • Property & Evidence Equipment Training (Bar Code System) • Criminal Justice Law Enforcement Automated Data Services Training(CJLEADS) • DCI Level I-General Inquiries • DCI Level II-Criminal History • Bloodborne Pathogens and Hazardous Materials Training • Other Related Training
Administrative Coordinator	None	<ul style="list-style-type: none"> • Notary Public Certification • Records Management System (RMS) Training • Other Related Training
Police Information Technology Specialist	None	<ul style="list-style-type: none"> • Criminal Justice Law Enforcement Automated Data Services Training(CJLEADS) (Administrator) • DCI Level I-General Inquires • DCI - Terminal Agency Coordinator Training (TAC) • Other Related Training

Training Programs

Crime Analyst	None	<ul style="list-style-type: none"> • DCI Level I-General Inquiries • DCI Level II-Criminal History • Criminal Justice Law Enforcement Automated Data Services (CJLEADS) • NC Automated Warrant Repository (NCWARE) Training • E-Citation Training • Records Management System (RMS) Training • Notary Public Certification • Other Related Training
Telecommunicator	None	<ul style="list-style-type: none"> • Certification as a Telecommunicator through the North Carolina Criminal Justice Education and Training Standards Commission or the North Carolina Sheriff's Education and Training Standards Commission within 12 months of hire date • Records Management System (RMS) Training • DCI Level I-General Inquires • DCI Level II-Criminal History • DCI Level III-File Transaction • Computer-Aided Dispatch (CAD) Training • Criminal Justice Law Enforcement Automated Data Services (CJLEADS) Training • NC Automated Warrant Repository (NCAWARE) Training • Minimum 16 credits, annually, of IST as required by the North Carolina Criminal Justice Education and Training Standards Commission or North Carolina Sheriff's Education and Training Standards Commission. • Other Related Training
School Crossing Guard (Limited Service Employee)	None	<ul style="list-style-type: none"> • Training related to directing, controlling, or regulating traffic • Other related Training
Explorer	None	<ul style="list-style-type: none"> • Bloodborne Pathogens and Exposure Control Plan Training • Law Enforcement Operations Training • Criminal Justice System Training • Crime Scene Activities Training • Traffic Enforcement Training • Communications Training • Community Policing Training • Youth Protection Training (NOTE: Annual retraining requirement) • Other Related Training
Victims' Advocate	None	<ul style="list-style-type: none"> • Records Management System (RMS) Training • Criminal Justice Law Enforcement Automated Data Services (CJLEADS) Training • NC Automated Warrant Repository (NCWARE) Training • Paytel (Jail Calls) • Other Related Training

Training Programs

Communications Shift Supervisor	None	<ul style="list-style-type: none"> • Certification as a Telecommunicator through the North Carolina Criminal Justice Education and Training Standards Commission or the North Carolina Sheriff's Education and Training Standards Commission within 12 months of hire date • Records Management System (RMS) Training • DCI Level I-General Inquires • DCI Level II-Criminal History • DCI Level III-File Transaction • Computer-Aided Dispatch (CAD) Training • Criminal Justice Law Enforcement Automated Data Services (CJLEADS) Training • NC Automated Warrant Repository (NCAWARE) Training • DCI – Terminal Agency Coordinator Training (TAC or Asst. TAC) • Minimum 16 credits, annually, of IST as required by the North Carolina Criminal Justice Education and Training Standards Commission or North Carolina Sheriff's Education and Training Standards Commission.
Communications Manager	None	<ul style="list-style-type: none"> • Certification as a Telecommunicator through the North Carolina Criminal Justice Education and Training Standards Commission or the North Carolina Sheriff's Education and Training Standards Commission within 12 months of hire date • DCI Level I-General Inquires • DCI Level II-Criminal History • DCI Level III-File Transaction • Computer-Aided Dispatch (CAD) Training • Criminal Justice Law Enforcement Automated Data Services (CJLEADS) Training • NC Automated Warrant Repository (NCAWARE) Training • Minimum 16 credits, annually, of IST as required by the North Carolina Criminal Justice Education and Training Standards Commission or North Carolina Sheriff's Education and Training Standards Commission. • DCI - Terminal Agency Coordinator Training (TAC) • Other Related Training
Records/IT Manager	None	<ul style="list-style-type: none"> • Records Management System (RMS) Training • DCI Level I-General Inquires Module • DCI Level II-Criminal History Module • DCI Level III-File Transaction Module • Computer-Aided Dispatch (CAD) Training • Criminal Justice Law Enforcement Automated Data Services (CJLEADS) Training • NC Automated Warrant Repository (NCAWARE) Training • Other Related Training
Accreditation Manager	None	<ul style="list-style-type: none"> • Certification as an Accreditation Manager through CALEA • Other Related Training

Training Programs

Accreditation Training

1. The employee assigned as the Accreditation Manager will receive specialized, accreditation manager training on the essential components of the accreditation process within one year of appointment. (33.5.4)
2. All department employees will receive information regarding the accreditation process as follows:
 - All newly-hired employees within 30 days after their employment begins or within 30 days after completing the recruit academy (i.e. BLET) (33.5.3)
 - All employees prior to a site-based assessment (33.5.3)
3. The information, which is to be provided to all employees regarding the accreditation process will, at a minimum, include:
 - A historical perspective of accreditation
 - The department's involvement in and commitment to accreditation
 - Steps involved in the accreditation process
 - The goals, objectives, and advantages of accreditation and its impact on the department

Career Development Training (33.8.1)

1. The department will conduct skill development and job-related training, based on need, availability, and funding, for personnel conducting career development activities. This training may be in-house or may include assignment to outside training entities, and/or educational institutions or programs. The training should at a minimum cover the following topics:
 - General counseling techniques
 - Techniques for assessing skills, knowledge, and abilities
 - Salary and benefits
 - Training and educational opportunities to include incentive programs
 - Record-keeping techniques
 - Other areas as identified
2. Duties of supervisory employees include conducting career development activities for personnel under their supervision. Training for these supervisors is required and may include, but is not limited to:
 - New Supervisor Orientation Training Program (NSOTP)
 - Training on the Town of Apex Performance Management and Evaluation Process
 - First Line Supervision Course
 - NC State University's Administrative Officers Management Program (AOMP)
 - FBI National Academy

Training Programs

- IAPS Phase 2
- West Point Leadership course
- Other related supervisory training programs

Training Request Procedure

1. An employee interested in attending a training class, other than required in-service training, must complete form F502 – *Training/School Request* and submit the completed form to his/her immediate supervisor for review and approval.
 - Supervisors will review, recommend or not recommend the employee to attend the training, and provide comments if any.
 - The supervisor will forward form F502 – *Training/School Request* to the next appropriate level of the chain of command for review.
 - Each level of the chain of command will review, recommend or not recommend the employee attend the training, and provide comments if any, through the Deputy Chief of Police.
 - The Deputy Chief of Police will then forward the training request to the Chief of Police through for review, approval, and comments if any.
 - NOTE: Travel and training for the Chief of Police will be reviewed and approved by the Town Manager in accordance with Town of Apex Administrative Policy 108 – *Travel and Training*.
2. Division Commanders may provide final approval for certain training under the following circumstances:
 - Staffing is sufficient to allow approval without going below minimum staffing levels
 - Any overtime generated can be accommodated by flexing hours, in accordance with current payroll guidelines
 - The training does not include an overnight stay*
 - The training is not out of state*
 - The training is related to the current job duties of the employee
 - The training cost, including tuition, does not exceed \$500
 - If the requested training is related to an employee's assigned specialized function (i.e. SRT, CNT, etc.) and the Division Commander obtains concurrence from the Team/Unit Commander
 - **NOTE:** Pursuant to Town of Apex policies, training session marked with an * must be approved by the Department Head or Town Manager
3. If the above circumstances apply, Division Commanders may provide final approval for the following requested training:
 - Mandated In-service Training
 - The following certification courses:
 - Crisis Intervention Training (CIT)

Training Programs

- CIT - Veterans
- CJ LEADS
- Community Oriented Policing (APD or Wake Tech only)
- Crash Investigation (PO II required course only)
- DCI
- DWI-SFST
- IAPS Phase I
- IAPS Phase II
- ICS/NIMS Courses
- Intoximeter
- Patrol Rifle Course (APD only)
- PBT Screen Device
- RADAR/LIDAR
- School Resource Officer Summit
- Search Warrant Preparation
- West Point Leadership
- Criminal Investigations Courses, Basic (Detectives Only)
- Criminal Investigations Courses, Specialty (Detectives Only)
- Criminal Investigations Courses, NC Conference of District Attorneys (Detectives Only)
- Homicide/Death Investigations (Detectives Only)
- Police Law Institute (PLI) (Detectives Only)
- The following certification courses, only if the employee has been properly selected based upon a department posting:
 - Basic SWAT School
 - Bicycle Officer
 - Crisis Negotiations
 - Instructor—General
 - Instructor—Specialty
 - K-9 Handler
 - School Resource Officer
- The following recertification courses:
 - RADAR
 - LIDAR
 - Intoximeter
 - Instructor—General
 - Instructor—Specialty
 - K-9 Handler
- The following courses (certification or recertification), with the concurrence of the Lead Firearms Instructor:
 - Armorer

Expense/Travel/Training Reimbursement (33.1.3)

1. Employees may be approved to receive meal, mileage, and other travel reimbursement for attending authorized training programs and other approved events (i.e. training course, conference, etc.).
 - To determine reimbursement rates the employee will refer to the expense/travel reimbursement information and rates on the Town of Apex intranet under the Finance Department tab.
 - **NOTE:** Expense reimbursements will not be submitted for payment until after the completion of the training program/travel unless the Chief of Police and Finance Director approve an advance. If an advance is requested, the employee must submit a memorandum to the Chief of Police, through the Deputy Chief of Police, stating the need for the advance. The memorandum must be submitted with the *Town of Apex Request for Reimbursement of Travel and Other Expenses*. Requests for an advance must be submitted at least 30 days before the travel will begin.
 - Employees requesting an expense reimbursement are required to complete the *Town of Apex Request for Reimbursement of Travel and Other Expenses* and submit the completed form, upon completion of training/travel, to the Chief of Police through the chain of command for review and approval.
 - **NOTE:** Employees are required to attach the following documentation to the completed *Town of Apex Request for Reimbursement of Travel and Other Expenses* form:
 - Course or conference agenda
 - Approved form F502 – *Training/School Request*
 - GSA per diem rate for the location of the training
 - Any additional information regarding provided meals, transportation, etc.
 - Any receipts for any other items the employee is requesting reimbursement (excluding receipts for meals)
 - Reimbursement is authorized **ONLY** for meals that are not provided. For example, if a meal is included while attending a conference, the amount for that meal should not be included in the reimbursement request.
 - Meals for training occurring in the following counties will not be approved for reimbursement:
 - Any county that has a border with Wake County
 - Lee County
 - Any other county in which the employee has his/her primary residence, and is attending training in that county or a county that shares a border with that county
 - Drive time for class will be paid for the following:
 - Classes one and a half hours or longer from the Apex Police Department main police facility

Training Programs

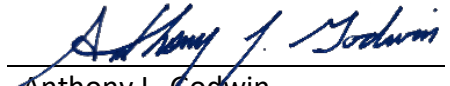
- Classes in duration of more than three consecutive days that are in:
 - Any county that has a border with Wake County
 - Any other county in which the employee has his/her primary residence and is attending training in that county or a county that shares a border with that county
 - **NOTE:** Staff attending training may not use their residence address to meet a requirement for reimbursement and must calculate the drive time from the police department or their address using the shortest time as their measure
 - Hotel accommodations, airline tickets, and car rentals will be approved on a case-by-case basis.
2. A department vehicle will be provided to the employee, when available, for travel to and from a training course, conference, or other approved training programs. If a department vehicle is unavailable, the employee may use his/her personal vehicle.
- Mileage reimbursement must be pre-approved by the Chief of Police prior to the training course, conference, and other approved training program.
 - The employee will request mileage reimbursement using form F502 – *Training/School Request* and submit the request to the Chief of Police through the chain of command for review and approval.
 - Generally, mileage reimbursement will be determined using the Apex Police Department main police facility as the starting location. However, if the employee's place of residence is in closer proximity to the destination, the mileage may be measured from that starting point.
 - **NOTE:** Reimbursable mileage will not exceed the actual mileage traveled.
3. Employees will:
- Use the procurement card provided by the Town of Apex when possible and will maintain all receipts for approved purchases (i.e. lodging, airline/train tickets, vehicle rental, parking fees, gasoline, etc.)
 - **NOTE:** Meals will not be paid with a town procurement card
 - **NOTE:** Employees will submit a memorandum detailing any purchases made on a Town of Apex procurement card for which an original, detailed receipt is missing in accordance with General Order 107 – *Procurement Cards*
 - The memorandum will include details and purpose of the purchase, as well as the reason for not having the receipt
4. Authorization for meal reimbursement will be as follows:
- Breakfast – Only approved if the employee was required to leave home before 0600 hours and traveling to a destination approved for meal reimbursement by this policy
 - Lunch – Only approved if the employee is attending a training class at a destination approved for meal reimbursement by this policy during a normal lunchtime period

Training Programs

- Dinner – Only approved if the employee is scheduled to arrive home after 1900 hours and has been attending a training class at a destination approved for meal reimbursement by this policy
 - Meal reimbursement cost must be included in the form *F502 – Training/School Request* prior to attendance to be considered for reimbursement
5. For employees who are traveling overnight and outside of Wake County to a conference, seminar, or other approved event, spouses are authorized to ride in a police vehicle with the approval of the Chief of Police and in accordance with the Town of Apex Administrative Policy 108 – *Travel and Training*.
- Generally, authorization for a spouse to ride in a police vehicle is restricted to unmarked police vehicles only. Authorization for a spouse to ride in a marked police vehicle must be obtained before the travel begins and can only be given by the Chief of Police.

Text in “Green” denotes a significant change in policy.

BY ORDER OF:



Anthony L. Godwin
Chief of Police