

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 01/18/18
Chief of Police: 	Civilian Training, 33.7	
Cross Reference:	Policy Sections: 33.7.1 Civilian Training 33.7.2 Pre-Service and In-Service Training	

PURPOSE

The purpose of this policy is to establish guidelines for the training of civilian personnel.

POLICY STATEMENT

It is the policy of the Elgin Police Department to provide initial, ongoing, specialized and in-service training to civilian employees commensurate with their specific job responsibilities.

PROCEDURES

33.7.1 CIVILIAN TRAINING

Newly hired civilian employees undergo initial training and receive an orientation of the job functions associated with their positions, as well as the overall functions of the department. Collectively, the training is conducted by the training officer, Human Resources, respective supervisors and employees who possess an understanding of the required job functions. Employees will receive training on the following, as it pertains to their area of assignment:

- A. The role, purpose and goals.
- B. Salary, benefits and working conditions.
- C. Rules & Regulations, Standard Operating Procedures, applicable laws and ordinances.
- D. Job responsibilities and rights of employees as listed in policies and the City's Personnel Manual.
- E. Confidentiality of police records and law enforcement data systems.

33.7.2 PRE-SERVICE AND IN-SERVICE TRAINING

- A. All newly hired civilian employees undergo on-the-job training. Refer to the respective job descriptions to view the required job functions, mandatory, and suggested training.
- B. An array of topics are presented at the annual in-service trainings; all civilians attend in-service training sessions that pertain to their respective assignments. However, most in-service trainings cover topics relevant to the following positions:
 - 1. Animal Control/Community Service Officers.
 - 2. Emergency Communications Division Personnel.