

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 12/13/17
Chief of Police: 	Specialized Training, 33.6	
Cross Reference:	Policy Sections: 33.6.1 Specialized Training	

PURPOSE

The purpose of this policy is to establish guidelines for the training of employees with specialized assignments within the department.

POLICY STATEMENT

It is the policy of the Elgin Police Department to identify positions within the agency requiring training, inclusive of specialization and refresher, to meet those requirements associated with those positions. Collectively, the training officer, supervisors and the affected employees ensure specialized training is scheduled.

PROCEDURES

33.6.1 SPECIALIZED TRAINING

- A. Numerous assignments within the Elgin Police Department require specialty training. The purpose of specialty training is to provide additional skills, knowledge and abilities. Specialized training provided to employees will incorporate the following performance objectives:
 1. Development and/or enhancement of the skills, knowledge and proficiencies associated with a particular position or assignment.
 2. Identification of the management, administration, supervision, applicable Standard Operating Procedures and guidelines.
 3. Provisions for supervised on-the-job training.
 4. Performance standards of the function or component.
- B. Certain specialty assignments require certification training by law. Other specialty assignments require additional training. Training for each position are outlined in the job descriptions and/or respective Standard Operating Procedures. Specialized training will be provided for, but not limited to, the following positions:
 1. Bicycle Patrol Officer
 2. Breathalyzer Operator
 3. Computer Forensics Detective
 4. Crime Scene/Evidence Technician
 5. Defensive Tactics Instructor
 6. Elderly Service Officer

7. Firearms Instructor
8. Field Training Officer
9. Financial Crimes Detective
10. Investigator
11. Juvenile Officer
12. Police Service Dog Handler
13. Radar Instructor
14. Special Weapons and Tactics Officer
15. Surveillance Officer
16. Supervisor
17. Tactical Negotiations Officer
18. Traffic Crash Investigator