

# CITY OF ANDERSON POLICE DEPARTMENT

## Anderson, South Carolina

<b>DIRECTIVE TYPE</b> General Order	<b>EFFECTIVE DATE</b> August 9, 2011	<b>NUMBER</b> 1113.1
<b>SUBJECT</b> Specialization & Specialized Training		
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### A. Purpose

To communicate the procedures which are used to manage the City of Anderson Police Department's specialized vocations.

### B. Policy

Officers will be trained to function professionally and competently in specialized areas, as the officers' particular job description may dictate.

### C. Definition

*Specialized Training* - That training designed to enhance knowledge, skills, and abilities above and beyond the level taught in either recruit or other in-service programs.

### D. Procedures

1. Specialization
  - a. The primary duty of every sworn member of the City of Anderson Police Department is that of a police officer.
  - b. Required specialization of the City of Anderson Police Department is a secondary task.
  - c. Specialization is used ONLY to expedite the overall tasks and goals of the City of Anderson Police Department. No sworn member of the City of Anderson

Police Department is ever relieved of the primary duties of a police officer in any case, or under any conditions.

- d. Every sworn member of the City of Anderson Police Department must be ready at all times to take effective action in any event which requires a police response. All Personnel must maintain a working knowledge of city ordinances and some state laws in order to be prepared to take proper and effective law enforcement action.
- e. Sworn members who wear "plain clothes" should take necessary action in events that require a police response.
  - (1) When taking police action, plain clothed members should don their badge as soon as possible.
    - (a) Action may immediately be taken if there is insufficient time to display one's badge and
    - (b) Avoiding the event may cause danger to anyone involved.
- f. The nature of specialization requires that members who are in specialized fields have good knowledge of various aspects of their field(s). Every effort should be made to maintain the highest standards in any field of special endeavor.

## 2. Specialized Training Programs

- a. Specialized training may address administration, supervision, management, personnel policies, support services, and/or executive development of the function or component. It may also include technical and job-specific subjects (e.g., homicide investigation, fingerprint examination, juvenile investigation, etc.). An experienced officer can successfully teach many new skills, particularly those that are technical or job-specific, through supervised on-the-job training.
- b. Many positions within the City of Anderson Police Department require specialized training either prior to assignment or as part of continued training within the assignment.
  - (1) Assignments that require specialized training prior to assignment include:
    - (a) Radar instructor
    - (b) Driving instructor
    - (c) Firearms instructor
    - (d) Instruction of other state-mandated courses

- (e) Radar operator
- (f) Breath testing examiner
- (g) Defensive Tactics Instructor
- (h) Aerosol Chemical Weapons Instructor
- (i) Special Weapons and Tactics Team
- (j) High Risk Entry Team
- (k) Hostage Negotiator
- (l) Internal affairs investigator
- (m) Field training officer FTO Manager
- (n) Applicant background investigator
- (o) Management level positions
- (p) Marijuana Analyst
- (q) Bicycle Officer
- (r) Motorcycle Officer
- (s) School Resource Officer/G.R.E.A.T. Officer
- (t) Canine Officer
- (u) Any other specialized assignment as deemed necessary by the Chief of Police

(2) Assignments that require specialized training after assignments are:

- (a) NCIC operator
- (b) Detective/Investigator
- (c) Supervisory positions
- (d) Accident Investigation Technician
- (e) Crime Prevention Officer/Community Relations Officer
- (f) Crime Scene Technician/Evidence Custodian

c. Specialized training provided to personnel includes the following:

- (1) Development and/or enhancement of the knowledge, skills, and abilities particular to the specialization.
- (2) Management, administration, supervision, and personnel policies of operations or support services in each function or component.
- (3) Performance standards of the function or component.
- (4) The department's policies, procedures, rules and regulations specifically related to the function or component.
- (5) Supervised on-the-job training.



- (6) SPECIAL NOTE CONCERNING INVESTIGATIONS: Personnel responsible for crime scene processing, including detectives, should receive in-service training to further develop the following skills:
- (a) Recovery of latent fingerprints and palm prints.
  - (b) Recovery of foot, tool and tire impressions.
  - (c) Photographing crime or accident scenes.
  - (d) Preparing crime or accident scene sketches.
  - (e) Collecting, preserving and transmitting physical evidence, including biological materials.
- d. In addition to the development of specific skills, personnel assigned to specialized activities should be aware of the administrative requirements and relationships of the specialized function or component to other parts of the department.
- e. Various catalogs and brochures of available training outside of the department will be available for review in the Training Coordinator's office.

By order of:

  
Martin D. Brown, Chief of Police

8-9-2011  
Date