

# CITY OF ANDERSON POLICE DEPARTMENT

## Anderson, South Carolina

<b>DIRECTIVE TYPE</b> General Order	<b>EFFECTIVE DATE</b> August 9, 2011	<b>NUMBER</b> 1115.1
<b>SUBJECT</b> Civilian Member Training	<b>REVISED</b> August 9, 2011	
<b>REFERENCE</b> SCLEA 2 <sup>nd</sup> Edition 8.15, 8.16	<b>AMENDS/SUPERSEDES</b> 1115	
<b>DISTRIBUTION</b> All Personnel	<b>RE-EVALUATION DATE</b> Annual	<b>NO. PAGES</b> 2

**A. Purpose**

To provide for the professional development of the City of Anderson Police Department's civilian workforce.

**B. Policy**

All newly appointed civilian personnel shall receive orientation introducing them to the department. This orientation program will include the criteria set forth in this general order.

**C. Procedures**

1. Training Requirements for Newly Appointed Civilian Personnel:
  - a. All new employees, including full & part-time will be trained in the following:
    - (1) The City of Anderson Police Department's role, purpose, goals, policies, and procedures.
    - (2) Working conditions, rules, and regulations.
    - (3) Rights and responsibilities of employees.

2. Certain civilian positions within the City of Anderson Police Department require training on specific job tasks prior to assuming the job responsibility. In addition, the necessary skills for some civilian positions are best taught "on the job". Training for both types of positions may consist of any of the following:
  - a. Supervised on-the-job training.
  - b. Formalized classroom instruction.
  - c. Reading of manuals, procedures, and other written materials.
3. Civilian positions requiring pre-service training (training prior to assumption of job duties) are:
  - a. Parking Enforcement Officer (if any).
  - b. School Crossing Guards.
  - c. Victim's Advocate.
  - d. Any other position so deemed by the Training Coordinator.
  - e. In-service training will be required annually for the above listed civilian positions or on an as needed basis. In the event other civilian positions are filled, annual retraining will also be available to those persons holding those positions
5. Civilian positions requiring on the job training are:
  - a. Secretaries
  - b. Administrative assistants.
  - c. Record Clerks, full and part time.
  - d. Any other position so deemed by the Training Coordinator.
6. Should the City of Anderson Police Department utilize NCIC computer operators, reaffirmation of NCIC computer operators will be offered (at least) as required by the South Carolina Criminal Justice Academy and/or state law in order to keep the operators' skills current and to increase their knowledge.

By order of:

  
\_\_\_\_\_  
Martin D. Brown, Chief of Police

8-9-2011  
Date