

Subject: Training	Page 1 of 2
Effective Date: July 1998	Revision Date: November 2011
Amends/Supercedes: July 2007	Approved by: Chief Kevin Higdon
Meets Accreditation Standard:	Chapter 14.1, 14.2, 14.3, 14.4

Section 800.10 Training

Policy

It is the policy of the Shively Police Department to comply fully with the standards set forth by the Kentucky Law Enforcement Council.

New Recruits

Each officer having responsibility for the enforcement of the criminal laws in general will graduate from a basic training program certified by the Kentucky Law Enforcement Council prior to the exercise of such authority except when accompanied by and under the direct supervision of a certified officer who is serving as a Police Training Officer. Equivalent training will be accepted; however, the agency must demonstrate that the training is equal to or exceeds KLEC standards. Officers grandfathered by 503 KAR 1:110 who were hired prior to July 1972 shall be considered to meet the basic requirements of basic training program required above.

Police Training officers

PTO candidates must have a minimum of three (3) years sworn service with the department and the selection process includes the following:

- Interested officers must submit an application, through the appropriate chain of command, to the Chief of Police. The Chief of Police will advise officers when applications are being accepted. Files are developed for each applicant that include, but are not limited to, the following information:
 - Peer reviews
 - Disciplinary actions
 - Performance evaluations
 - Supervisor recommendations

The Chief of Police reviews the list and makes the final selection(s). Applicants are notified and those who are chosen must successfully complete the 40-hour PTO training course. PTOs fall under the command of the Administrative Sergeant. The PTOs are directly supervised by the Administrative Sergeants.

First-level Supervisors

Every employee appointed or promoted to a first level supervisory position must successfully complete at least 40 hours of supervisory training. This training must be approved by the Kentucky Law Enforcement Council prior to, or within one year of, such appointment or promotion. Equivalent training will be accepted, however, the agency must demonstrate that the training is equal to or exceeds KLEC standards.

Mid Management Positions

Every employee appointed or promoted to a mid-level management position must successfully complete at least 40 hours of management training. This training must be approved by the Kentucky Law Enforcement Council prior to, or within one year of, such appointment or

Subject: Training	Page 2 of 2
Effective Date: July 1998	Revision Date: November 2011
Amends/Supercedes: July 2007	Approved by: Chief Kevin Higdon
Meets Accreditation Standard:	Chapter 14.1, 14.2, 14.3, 14.4

promotion. Equivalent training will be accepted, however, the agency must demonstrate that the training is equal to or exceeds KLEC standards.

Annual Training

- **Police**
Every regular officer having responsibility for the enforcement of the criminal laws in general must annually complete at least 40 hours of certified in service training. Equivalent training will be accepted; however, the agency must demonstrate that the training is equal to or exceeds KLEC standards.
- **Telecommunications Officers**
Every regular Telecommunications Officer having responsibility for call taking and dispatching of the police department must annually complete the minimum hours of certified in service training. Equivalent training will be accepted; however, the agency must demonstrate that the training is equal to or exceeds KLEC standards.