

**Oakland County Sheriff's Office**  
**General Order # 1.20**



<b>SUBJECT:</b> Agency Training		<b>NUMBER:</b> 1.20
<b>EFFECTIVE DATE:</b> 7/9/2024 <b>REVIEW DATE:</b> Annually	<b>MACP Standard Impact:</b> 1.9.1, 1.9.2, 1.9.4, 1.9.5, 1.9.6, 1.9.7, 1.9.9, 1.9.10	
<b>REPLACES AND RESCINDS:</b>	<b>DISTRIBUTION:</b> All Personnel	<b>NUMBER OF PAGES:</b> 3

This order replaces and rescinds all previously issued orders, procedures, rules and regulations, notices and/or practices in conflict with this General Order.

**I. PURPOSE**

To establish guidelines for the administration and tracking of agency training for sworn and non-sworn personnel.

**II. POLICY**

It is the policy of the Oakland County Sheriff's Office to provide on-going, relevant and current training to employees. It is recognized that training impacts sworn and non-sworn staff from the initial hire date to the end of their career. As such, every attempt will be made to ensure that each employee is properly trained.

**III. DEFINITIONS**

- A. In-Service Training: The presentation of materials to enhance an employee's basic training. It is intended to keep an employee's skills proficient and behavior professional.
- B. Roll Call Training: Material that is presented in a short period of time, generally at the beginning of an employee's work shift, to assist with work performance and increased job knowledge, and to inform employees of changes in procedures, orders, laws and conditions within their assignments.
- C. Advanced Training: Training designed for career advancement, specialized assignments or developing supervisory skills.
- D. Mandatory Training: Training that is required by the Sheriff's Office. Training frequency depends on the specific training topic.
- E. Training Unit: The Oakland County Sheriff's Office shall select employees, coordinated by a Captain, who will: **(MACP Standards 1.9.6 e)**
  - 1. Oversee all training for the Oakland County Sheriff's Office.

**Oakland County Sheriff's Office**  
**General Order # 1.20**

2. Retain all training records, including course content, materials or lesson plans, lists of attendees, qualifications or certifications of instructors, test results (if administered) and any other materials used during the class. **(MACP Standards 1.9.2 a,b,c,d,e)**
3. Document all Sheriff's Office employee training and ensure the training record of each employee is complete, current and obtainable when needed. Records of all training shall be retained in accordance with the State of Michigan Retention Schedule. **(MACP Standards 1.9.1, 1.9.2 f)**
4. Ensure that all trainers and instructors will be required to have specialized knowledge, skills, education, training and/or certification in their respective areas of training expertise. **(MACP Standards 1.9.6 c)**

**IV. PROCEDURES**

- A. Sworn Staff Mandatory In-service Training Requirements **(MACP Standards 1.9.6 a,b,d)**
  1. Firearms – Quarterly
  2. Defensive Tactics – Annually
  3. Taser – Annually
  4. Impact Weapon – Annually
  5. OC Spray – Annually
  6. Use of Force/Response to Resistance – Annually
  7. Hazmat – Initial and Annually **(MACP Standards 1.9.7)**
  8. AED/CPR/Bloodborne Pathogens – Every 2 years
  9. Emergency Vehicle Operations – Every 2 years
  10. LEIN Testing – Every 2 years
  11. FEMA – As required by assignment and Homeland Security standards.
  12. Security Awareness Training – Continuously
  13. Mental Health Awareness – Every 3 years
  14. Cultural Diversity/Biased-Based Policing – Annually
  15. Ethics – Every 3 years
  16. Care of Detainees – Every 3 years
- B. Remedial Training **(MACP Standards 1.9.5)**
  1. Remedial training shall be used for specific deficiencies identified in employee performance. The need for remedial training may be recognized by administration during a job performance evaluation, as a result of a complaint, as a result of supervisory observations or failure to meet minimum standards in a training session evaluation.
  2. Any training or job proficiency that is mandated by state law or by Sheriff's Office orders will require remedial training if not met.
  3. Remedial training may be completed by the employee's supervisor and is encouraged to be accomplished at the lowest supervisory level practicable.
  4. Remedial training will be completed by the employee as soon as possible after the deficiency is detected.
  5. All remedial training shall be documented as described in this General Order.

**Oakland County Sheriff's Office**  
**General Order # 1.20**

- C. Accreditation Training (MACP Standards 1.9.9)
  - 1. A newly appointed Accreditation Manager shall receive specialized accreditation manager training within 1 year of being appointed.
  
- D. Chief Executive Accreditation Training (MACP Standards 1.9.10)
  - 1. The Sheriff will attend Accreditation Manager Training or a similar course, as designed by the Michigan Law Enforcement Accreditation Commission, to become familiar with the accreditation program and process. This must be done within one year of application or any time a new sheriff is elected.
  
- E. Training of Newly Promoted or Transferred Personnel
  - 1. All personnel, upon promotion or transfer to a new position, shall receive the training needed to accomplish the objectives, responsibilities and tasks of the new position. This training may come in the form of on-the-job training by personnel who held the position previously or other outside-agency training classes. **(MACP Standards 1.9.4)**
  
- F. Civilian Employees
  - 1. In-service training for civilian staff will be appropriate to their individual assignments and administered as required by statute.
  
  - 2. All training provided to civilian staff shall be documented as described in this General Order.
  
- G. Changes in Procedures, Statutes or Case Law
  - 1. As needed, staff will be trained on unanticipated operational changes, changes in laws or procedures or case law. Training may be completed by operational memorandums, administrative directives, policy updates and/or electronic dissemination. Staff shall acknowledge receipt of this training. **(MACP Standards 1.9.2 g)**



**ISSUED BY:** Sheriff Michael J. Bouchard