
	<b>LOWER MERION TOWNSHIP POLICE DEPARTMENT</b> <b>Ardmore, Pennsylvania</b>	
	<b>Policy 3.16.3</b>	
Subject:		Distribution:
<b>Training for Non-Sworn Personnel</b>		<b>All Personnel</b>
Date of Issue:	Expiration Date:	Rescinds:
<b>06-01-2014</b>	<b>Until Amended or Rescinded</b>	<b>Directive: 09-89</b>
References:		
<b>CALEA: 33.1.6; PLEAC: 1.5.5, 1.10.1</b>		
By Authority of:		
		<b>Superintendent of Police</b>

## **PURPOSE**

This policy is established to provide for the required training for civilian/non-sworn Police Department personnel.

## **POLICY**

It shall be the policy of the Lower Merion Police Department that all non-sworn personnel receive initial and update training appropriate for their duties or anticipated duties. **(PLEAC 1.5.5)**

## **PROCEDURE**

### **A. Information required for newly appointed civilian personnel.**

1. All newly appointed civilian personnel will be presented an orientation program introducing them to the department. This orientation program, at a minimum, will include:
  - a. The department's role, purpose, goals, policies, and procedures.
  - b. Working conditions, rules and regulations.
  - c. Rights and responsibilities of employees.
  - d. The confidential and sensitive nature of their employment.

### **B. Civilian Positions Requiring Pre-service and In-service Training**

1. All civilian positions within the department require orientation and training on specific job responsibilities prior to assuming the responsibility.

- a. Civilian positions requiring training prior to assuming responsibility are:
  1. Clerks
  2. Animal Control Officers
  3. School Crossing Guards
  4. Tele-Communicators
  5. Secretaries
  6. Utility Attendants
2. This training may consist of, but is not limited to, any of the following:
  - a. Field training.
  - b. Formalized classroom instruction.
- C. In-service training designed specifically for civilian positions will be conducted as necessary. This training may be designed to review and update current duties and skills as well as train and inform of new responsibilities.
- D. Additionally, civilian personnel may be provided the opportunity to participate in in-service training sponsored or coordinated by the Police Department.
- E. Training requests must be approved by the Unit Commander.
- F. Specific technical training is available to employees upon request or if deficiencies are noted.
- G. All training records of non-sworn personnel will be maintained and updated in the Staff and Inspections Unit by assigned personnel. **(CALEA 33.1.6) (PLEAC 1.10.1)**