
 <p style="text-align: center;">University of Pittsburgh Police Department</p> <p style="text-align: center;">Rules &amp; Regulations Manual</p>	<b>Reference Number:</b> 2 – 17 <b>(Chapter / Section)</b> (PLEAC 1.5.5)
	<b>Issue Date:</b> 05-09-11 Reviewed: 12/2018
	<b>Effective Date</b> 05-09-11
	<b>Rescinds:</b> All Previous
	<b>Amends:</b> N/A
<b>Title:</b> <b>Non-Sworn Personnel Training</b>	 By Order of James K. Loftus, Chief of Police

### **1.0 Policy**

It is the policy of The University of Pittsburgh Police Department to provide non-sworn personnel with the most current and comprehensive training available. It is recognized that the function these members serve is vital to the department fulfilling its mission and function as a professional agency.

### **2.0 Purpose**

This Policy is in effect to ensure that the proper training for all non-sworn personnel is provided. The training should be appropriate for the duties or anticipated duties that will be performed. An employee's training is an ongoing process that will continue during their employment to keep them current on changes and advancements in their field.

### **3.0 Procedures**

#### A. Communications Specialist

1. All newly hired Communications Specialists will be trained properly and completely in the duties and functions of a Communications Specialists as well as working knowledge of the daily functions of each division of the police department.
2. The Communications Sergeant in charge will develop and continuously revise a training syllabus for all new Communication Specialists. The Communications Sergeant or OIC will also ensure that new Communication Specialists complete the required training and proper documentation of that training is obtained.
3. The training shall include, but not be limited to, the following subject areas:
  - a. APCO Basic Telecommunicator Course.

- b. CLEAN, NCIC, PennDOT, NLETS.
- c. Department ARMS, CAD training.
- d. The University Pittsburgh ENS System.
- e. The University of Pittsburgh Police Department radio systems and procedures.
- f. The University of Pittsburgh Police Department phone operations.
- g. The University of Pittsburgh Police Department Camera System, RS2 System and Lenel System.

The trainee must successfully pass any tests, written or oral, associated with any of the training classes. Also all trainees may be required to pass the Pennsylvania Emergency Management Agency State Communications Operator test.

- 4. The performance of each dispatcher will be monitored on a continuous basis by police supervisors and any deficiencies requiring additional or remedial training will be brought to the attention of the Communications Sergeant or OIC.

**B. Administrative Staff, Computer Systems Analyst Administrator and Police Records Clerk**

- 1. Training for these positions will be offered as needed based on the current skill level of each employee and the functions they are performing.
- 2. Training should include, but not be limited to, the following subject areas:
  - a. Word processing.
  - b. The University of Pittsburgh Police Department information systems.
  - c. The University of Pittsburgh Police Department phone system operations.
  - d. Any specialized duties.
  - e. Familiarization with each division of the Police Department.