

Introduced by: Council Present

AN ORDINANCE AMENDING BERKELEY POLICE DEPARTMENT GENERAL ORDER #29, 32, AND 33 WITH REVISED CALEA ACCREDITATION STANDARD NUMBERS AND LANGUAGE

WHEREAS, The City of Berkeley hereby finds and declares this ordinance is necessary, appropriate, and in the best interest of the City of Berkeley, Missouri, in accordance to the CALEA standards.

Now, Therefore, Be it ordained by the City Council of the City of Berkeley, Missouri, as follows:

Section 1 Findings

CALEA (The Commission on Accreditation for Law Enforcement Agencies, Inc.) has revised their standard numbers and some language. These numbers have to be revised on the General Orders passed by the City of Berkeley, to be in compliance with the CALEA rules and regulations.

Section 2 For ease of reference, the following General Orders Accreditation Standards numbers and language will be revised, by the approval of the Council.

General Order	Standard	Policy	Revised Standards Number & Language
#29	26.1.3	Sexual Harassment	Removing "Sexual" from title
#32	32.1.1	Selection Process	31.4.1
#32	32.2.1	Selection Process	31.5.1
#32	32.2.7	Selection Process	31.5.6
#32	32.2.8	Selection Process	31.5.7
#32	32.2.10	Selection Process	31.5.8
#33	33.1.4 & 33.1.7	Training & Career Development	(Page 1) Remove entire Section "Lesson Plan"
#33	33.1.5	Training & Career Development	(Page 2) D. Once remedial training is directed for a member, supervisors have 30 days to establish a written remedial training plan and establish a written timetable to complete the training
#33	33.4.2 New Requirement	Training & Career Development	(Page 3) B. An orientation handbook will be issued to all new recruits when field training begins. The basic FTO program encompasses 6 weeks, but not less than 160 hours , of a training sequence consisting of four phases for police officer training
#33	33.5.3	Training & Career Development	(Page 5-6) Remove Section C.

Section 3 This Ordinance shall be in full force and effect from and after its passage.

1st Reading this 05th day of June 2017

2nd Reading this _____ day of _____ 2017

3rd Reading, PASSED and APPROVED, this _____ **day of** _____ **2017**

Theodore Hoskins, Mayor

ATTEST:

Deanna L. Jones, City Clerk

Approved As To Form:
Donnell Smith, City Attorney

Final Roll Call:

Mayor Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Kirkland	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mathison	Aye ___	Nay ___	Absent ___	Abstain ___
Councilman-at-Large McDaniel	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mitchell	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Williams	Aye ___	Nay ___	Absent ___	Abstain ___



**BERKELEY POLICE DEPARTMENT
GENERAL ORDER**

GENERAL ORDERS: 29

~~SEXUAL HARASSMENT~~

ISSUE DATE: 10/6/2016	EFFECTIVE DATE: 11/7/16	DISTRIBUTION: ALL PERSONNEL
AMENDED: <u>6/19/17</u>	RESCINDS: ALL PREVIOUS VERSIONS	
ACCREDITATION STANDARDS: CALEA 26.1.3	NUMBER OF PAGES: 3	

PURPOSE: The purpose of this directive is to maintain a working environment free from all forms of harassment and to provide procedures for the reporting, investigation and resolution of such complaints. [CALEA 26.1.3]

POLICY: It is the policy of the Berkeley Police Department that all members have the right to work in an environment free from all forms of harassment. The Department does not condone and will not tolerate the harassment of a member. Therefore, the Department will take direct and immediate action to prevent such behavior and to remedy all reported instances of harassment.

DEFINITIONS:

HARASSMENT - SEXUAL: In general, sexual harassment can take two forms. First, sexual harassment exists when a member is requested or required to engage in or submit to a sexual act as a term or condition of a job benefit or assignment. Second, sexual harassment may arise when comments, conduct, or actions of a sexual nature by the employer, supervisors, or co-workers create an offensive or hostile working environment for a member.

The Equal Employment Opportunity Commission (EEOC) has published rules regarding sexual harassment. The EEOC rules define "sexual harassment" as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

"Sexual harassment" may include but is not limited to:

- Unwanted sexual advances;
- Requests for sexual activity;
- Threats or insinuations that lack of sexual coercion will adversely affect a member's employment, wages, promotion, or duty assignment;
- Derogatory comments or jokes about members of the opposite sex;
- Physical contact, such as patting, pinching, grabbing, or by brushing against another's person's body;

- Placing obscene photographs, cartoons, graphics, or suggestive objects in the workplace;
- Obscene gestures.

HARASSMENT - GENERAL: Unreasonable conduct by one member which interferes with another member's status or performance by creating an intimidating, hostile, or offensive working environment. Harassment usually involves a course of conduct; however, a single act may constitute harassment if it is sufficiently serious. "Harassment" includes, but is not limited to, ridiculing, mocking or belittling another member. Harassment does not include an assessment of a member's skills, abilities, or performance by a training officer, supervisor or member of the chain-of-command.

PROCEDURES:

PROHIBITED ACTIONS [CALEA 26.1.3]

- A. No member shall sexually harass another member.
- B. No member shall harass another member.
- C. No member shall make an offensive or derogatory comment regarding race, color, sex, age, religion, national origin, handicap or marital status, either directly or indirectly, to another member.

SUPERVISOR'S RESPONSIBILITIES

- A. Each supervisor has the responsibility of assisting any member who comes to that supervisor with a complaint of harassment by documenting the complaint and filing it with the designated personnel responsible for human resources relations.
- B. Each supervisor is responsible for preventing acts of harassment. This responsibility includes monitoring the working environment on a daily basis for signs of harassment; counseling all members on the types of behavior which are prohibited and the procedures for reporting complaints of harassment; stopping harassment when it is observed, whether or not the involved members are within his/her supervision; and reporting any observed acts of harassment directly to the designated personnel responsible for human resources relations.
- C. Where there has been a complaint of harassment, supervisors are to take immediate action to limit contact between the affected member and the alleged harasser, pending an investigation.

MEMBER'S RESPONSIBILITIES

- A. Each member is responsible for assisting in the prevention of harassment by refraining from participating in, or encouraging, harassment; immediately reporting acts of harassment to the supervisor; and encouraging any member who confides that he/she is being harassed to report such acts to the supervisor.
- B. If a member suspects that they are being harassed, they are encouraged but not mandated to inform the harassing party to stop the harassment, and to keep a record of all harassment, including dates, times, and the nature of incidents.

C. Members who suspect or feel they are being harassed should not ignore the problem because this may encourage the harasser, members may place the blame on themselves, be embarrassed to talk about it, or resign from their position.

REPORTING INCIDENTS OF HARASSMENT [CALEA 26.1.3]

A. Members who feel they are being harassed should report the incident to their supervisor immediately, so that steps can be taken to protect the member from further harassment, and appropriate investigative and disciplinary procedures can be initiated.

B. The supervisor is responsible for notifying the Chief of Police so that an investigation of the complaint can begin. The Chief of Police will notify the designated personnel responsible for human resources relations of all allegations of harassment.

C. The designated personnel responsible for human resources relations is responsible for the investigation of any complaint of harassment. The designated personnel responsible for human resources relations will immediately notify the Chief of Police, the Criminal Investigations Section, and the State Attorney's Office if the complaint contains evidence of criminal activity, such as rape, attempted rape, or battery.

D. Complaints of harassment are to be maintained in a secure location by the designated personnel responsible for human resources relations.


RETALIATION AGAINST A MEMBER FILING A COMPLAINT

There shall be no retaliation of any kind against a member for filing a harassment complaint or for assisting, testifying, or participating in the investigation of a harassment complaint.

COMPLAINT TO OUTSIDE AGENCY

This policy does not preclude a member from filing a complaint or grievance with an appropriate outside agency.

<p>DRAFTED BY: Eye-Liza Conner</p>	<p>DATE: 10/3/16</p>
<p>BY ORDER OF: ART JACKSON INTERIM CHIEF OF POLICE</p>	<p>DATE: 10/3/16</p>
<p>APPROVED BY: Public Safety Committee</p>	<p>DATE: 10/6/16</p>
<p>APPROVED BY: Berkeley City Council</p>	<p>DATE: 11/7/16</p>

	<p align="center">BERKELEY POLICE DEPARTMENT GENERAL ORDER</p>	<p align="right">GENERAL ORDERS: 32</p>
<p align="center">SELECTION PROCESS</p>		
<p>ISSUE DATE: 12/1/2016</p>	<p>EFFECTIVE DATE: 12/19/16</p>	<p>DISTRIBUTION: ALL PERSONNEL</p>
<p>AMENDED: <u>6/19/17</u></p>		<p>RESCINDS: ALL PREVIOUS VERSIONS</p>
<p>ACCREDITATION STANDARDS: CALEA 32.1.1<u>31.4.1</u>, 32.2.1<u>31.5.1</u>, 32.2.7<u>31.5.6</u>, 32.2.8<u>31.5.7</u>, 32.2.10 <u>31.5.8</u></p>		<p>NUMBER OF PAGES: 4</p>

PURPOSE: The purpose of this directive is to establish procedures for the selection of qualified ~~police recruits~~full-time and part-time personnel and the responsibilities of the department in the selection process. [CALEA ~~32.1.1~~31.4.1]

POLICY: It is the policy of the Berkeley Police Department to select persons without regard to race, creed, sex, age, or national origin. Components of the selection process will utilize procedures that are proven to be valid, useful, non-discriminatory, and job related.

DEFINITIONS:

Applicant – any person who applies or makes formal application for employment.

Candidate – any person seeking employment who meets the minimum requirements of the department and has completed a formal application.

PROCEDURES:

QUALIFICATIONS [CALEA ~~32.1.1~~31.4.1]

A. In order to maintain a professional and qualified Department, certain minimum hiring standards must be maintained. The minimum qualifications for ~~the position of police officers~~sworn personnel are:

1. Authorized to work in the United States.
2. Be a graduate of an accredited high school or have obtained a certificate of equivalency recognized by the Missouri Department of Education (i.e. GED).
3. Able to pass an extensive background investigation.
4. Possess a valid Missouri Driver’s License at the time of appointment.
5. Possess the physical strength necessary to perform the duties of the job.
6. Able to pass the physical and mental examinations prescribed by the department.
7. Visual acuity corrected to 20/20.

B. Non-sworn personnel must meet qualifications as specified in the job description.

APPLICATION PROCESS [CALEA ~~32.1.1~~31.4.1]

- A. A written application containing complete and accurate information will be filed with the City of Berkeley designated personnel responsible for human resources relations. All applications shall be screened and maintained by the designated personnel responsible for human resources relations to ensure the applicant meets the minimum requirements for the position.
- B. At the time formal application is made, the designated personnel responsible for human resources relations shall inform the applicant of all elements of the selection process.

SELECTION PROCESS [CALEA ~~32.1.1~~31.4.1]

- A. Written Exam - A written examination will be administered to applicants who meet the minimum qualifications for police officer. The designated personnel responsible for human resources relations will notify the candidate(s) of the written test date and time. The written test may be obtained from an outside vendor, using bibliography sources provided by the Department to derive questions for the test and/or the Chief of Police may use a written test comprised of questions developed within the Department. The written test will constitute 30% of the total grade.
- B. Oral Interview - Each eligible candidate will be afforded the opportunity to continue in the process and be interviewed by a board consisting of a Sergeant and Patrol Commander who will rate the candidates. Each candidate will be rated in five (5) general areas. Those areas will include:
 - 1. General Appearance
 - 2. Communication Skills
 - 3. Professional Knowledge
 - 4. Leadership
 - 5. Relationships

The board will select candidates to proceed to the Chief interview. The oral interview will constitute 35% of the total grade. The Chief will interview candidates and recommend for selection to the City Manager.

- C. The City Manager will interview applicants upon recommendation and give his/her endorsement for selection of hiring to the Public Safety Committee. The Public Safety Committee will evaluate the selected candidates. This evaluation will constitute 35% of the total grade.

PHYSICAL ABILITY TEST

The physical abilities test (PAT), is a timed 200 yard obstacle course. The PAT will be administered by the St. Louis Area Police Chiefs Association (SLAPCA) at the St. Louis County and Municipal Police Academy for each candidate for entry-level sworn positions. Candidates are graded on a pass/fail basis. The obstacle course consist of the following tasks beginning seated in a patrol car:

1. Begin running for approximately 200 yards
2. Jump over an approximately 1 ½ foot high obstacle
3. Climb over a 4-foot high chain link fence
4. Climb over another 4-foot high chain link fence
5. Run up stairs
6. Run between and around six obstacles (traffic cones)
7. Duck under two low-hanging obstacles approximately 4 and 5 feet high
8. Run down stairs
9. Lay flat on the ground in the prone position (on stomach) with arms extended outward and then get back up
10. Dummy drag

BACKGROUND INVESTIGATION [CALEA ~~32.2.1~~31.5.1]

A complete, thorough and confidential background investigation will be conducted on applicants who have passed the testing process. Background investigations shall be conducted only by background investigators who have been specially trained to conduct such investigations. All potential employees must have a background investigation completed to include, but not limited to:

1. Verification of a candidate's qualifying credentials [CALEA ~~32.2.1~~31.5.1 a]
2. ~~A review of any eCriminal record history report~~ [CALEA ~~32.2.1~~31.5.1 b]
3. Verification of ~~at least three~~ personal and professional references. [CALEA ~~32.2.1~~31.5.1 c]
4. Education verification [CALEA 31.5.1 d]
5. Employment history and [CALEA 31.5.1 e]
6. A review of relevant national or state decertification resources if available [CALEA 31.5.1 f]

MEDICAL EXAMINATIONS [CALEA ~~32.2.7~~31.5.6]

A job related medical examination shall be conducted by a licensed physician approved by the City of Berkeley to perform such examinations. The examinations shall use valid, non-discriminatory procedures to determine physical and medical fitness of the candidate for ~~the position of police officer~~ a sworn position. This testing shall include hearing and vision tests. All medical, hearing and vision testing pursuant to the police officer selection process conducted by the City of Berkeley shall be at no cost to the candidates. [CALEA ~~32.2.7~~31.5.6]


PSYCHOLOGICAL FITNESS EXAM [CALEA ~~32.2.8~~31.5.7]

All sworn candidates who receive a conditional offer of employment will undergo an emotional stability and psychological fitness examination conducted by a department-approved qualified professional prior to final selection and appointment to probationary status. [CALEA ~~32.2.8~~31.5.7]

PROBATION [CALEA ~~32.2.10~~31.5.8]

Each newly hired sworn member is required to satisfactorily complete entry-level training relevant to the position and complete a six month probationary period before being granted tenured status.

DRAFTED BY: Eye-Liza Conner	DATE: 11/28/16
BY ORDER OF: ART JACKSON INTERIM CHIEF OF POLICE	DATE: 11/29/16
APPROVED BY: Public Safety Committee	DATE: 12/1/16
APPROVED BY: Berkeley City Council	DATE: 12/19/16

	BERKELEY POLICE DEPARTMENT GENERAL ORDER	GENERAL ORDERS: 33
TRAINING AND CAREER DEVELOPMENT		
ISSUE DATE: 11/17/2016	EFFECTIVE DATE: 12/5/16	DISTRIBUTION: ALL PERSONNEL
AMENDED: <u>6/19/17</u>		RESCINDS: ALL PREVIOUS VERSIONS
ACCREDITATION STANDARDS: CALEA 33.1.4 , 33.1.5, 33.1.6, 33.1.7 , 33.4.1, <u>33.4.2</u> , 33.4.3, 33.5.1, 33.5.3, 33.8.2		NUMBER OF PAGES: 6

PURPOSE: The purpose of this directive is to establish guidelines for the administration and management of the Department’s training program and continuous professional training.

POLICY: It is the policy of the Berkeley Police Department to utilize an extensive training program to develop, support and advance the skills, knowledge and abilities of all members.

PROCEDURES:

~~**LESSON PLAN** [CALEA 33.1.4, 33.1.7]~~

~~A. All training and lesson plans shall include at a minimum:~~

- ~~1. A statement of training goals/performance objectives [CALEA 33.1.4 a]~~
- ~~2. Content of training material and specification of appropriate instructional techniques [CALEA 33.1.4 b]~~
- ~~3. Testing process [CALEA 33.1.4 d]~~

~~B. All training and lesson plans are approved by the Chief of Police prior to implementing the training course [CALEA 33.1.4 c].~~

~~C. The Patrol Commander is responsible for retaining copies of all lesson plans, course content, attendance records and test results for each trainee [CALEA 33.1.7 a, b, c].~~

TRAINING RECORDS [CALEA 33.1.6]

- A. The Patrol Commander is responsible for updating training records for all members who successfully completed training courses conducted by the agency.
- B. Members who attend training courses outside the department are responsible for providing certificates of attendance or certifications of completion to the Patrol Commander who is then responsible for updating the member’s training records.

REMEDIAL TRAINING [CALEA 33.1.5]

- A. The Department utilizes remedial training as a constructive tool to correct a specific job performance deficiency that may arise from supervisor evaluation, testing, or as the result of corrective action associated with a progressive discipline system (Refer to G.O. 30)
- B. Various forms of remedial training are available to be incorporated in a training effort to enhance skills or job knowledge. These forms include, but are not limited to:
 - 1. Study of laws, ordinances, policies, directives, or other types of training material to enhance job knowledge
 - 2. Practice of physical skills to increase proficiency
 - 3. Testing to demonstrate mastery of knowledge, skills, and abilities
- C. Supervisors are responsible for coordinating with the Training Officer an appropriate remedial training program specific to a member's identified job performance deficiency.
- D. Once remedial training is directed for a member, supervisors have 30 days to establish a written remedial training plan and establish a written timetable to complete the training [CALEA 33.1.5 a,b].
- E. Members assigned to participate in remedial training are to cooperate fully and complete the training program ~~in~~ within the specified time frame. Consequences of non-participation may include disciplinary action and an unfavorable job performance evaluation.

ENTRY LEVEL TRAINING [CALEA 33.4.1]

- A. It is the policy of the Berkeley Police Department to require newly hired police officers to complete basic police academy instruction and obtain police certification from the Missouri Peace Officer Standards and Training Program (POST) prior to assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest.

FILED TRAINING PROGRAM [CALEA 33.4.3]

- A. The Patrol Commander is responsible for administering a Field Training Officer (FTO) program for new police officers. This responsibility includes:
 - 1. Selection of field training officers [CALEA 33.4.3 b]
 - 2. Supervision of field training officers [CALEA 33.4.3 c]
 - 3. Liaison with the academy staff of the Missouri Peace Officer Standards and Training Program (POST). [CALEA 33.4.3 d]

4. Overall management of the entire FTO program
- B. An orientation handbook will be issued to all new recruits when field training begins. The basic FTO program encompasses 6 weeks, but not less than 160 hours, of a training sequence consisting of four phases for police officer training. The program is designed to expose the recruit to a multitude of experiences and facilitate the transition from a recruit to that of a proficient police officer. The duration of training may be extended based on the need of the recruit. [CALEA 33.4.3 a, f] [CALEA 33.4.2 a, c]
1. Phase 1 - Upon completing classroom training through POST, the recruit advances to Phase 1 and is exposed to a street training process.
 2. Phase 2 - consists of increasing proficiency levels and is designed to provide the recruit with suitable practical experience to enable them to effectively enter into service as a police officer.
 3. Phase 3 - consists of two weeks of training on traffic/DUI stops, accident investigations, pedestrian stops and patrol under a shadow program. During the shadow program, the police recruit's proficiency is monitored by a trainer before being released from the Field Training Program.
 4. Phase 4 - Upon completing phases 1 -3, the recruit is evaluated. During this phase, the recruit handles calls and traffic stops as the training officer observe and evaluate the recruit's performance. [CALEA 33.4.2 b]

Upon completion of the Field Training Program, the new police officer will continue their probationary employment period.

FTO SELECTION PROCESS [CALEA 33.4.3 b]

- A. In order to be considered as an FTO, the member must meet the following minimum requirements:
1. One year of active non-probationary patrol duty with the Berkeley Police Department.
 2. Demonstrate professional behavior and satisfactory ability with both oral and written communication skills.
 3. Hold the rank of Corporal with no less than 30 hours of course work from an accredited college or university.
- B. Members applying for selection as an FTO must submit a memorandum of interest to his/her immediate supervisor. In addition to considering the applicant's quality of work and work ethic, the chain of command will also consider the applicant's disciplinary record, safety record and history of absenteeism or tardiness.
- C. FTO applications are routed to the Chief of Police for review and approval or denial. Once accepted, FTOs will be placed on an active duty list.

- D. Field Training Officers may submit a memo via their chain of command to the Patrol Commander requesting an interim status change to inactive FTO or resign from the FTO Program at any time.
- E. An FTO may be removed as a Field Training Officer at any time for failing to perform the duties and responsibilities of a training officer at an acceptable level.

SUPERVISION OF FIELD TRAINING OFFICERS [CALEA 33.4.3 c]

- A. The Sergeant, as the direct field supervisor of the FTO and the recruit, is responsible for managing the day to day actions of the FTO and recruit. The Sergeant is responsible for monitoring the calls assigned to the FTO and recruit along with approving all paperwork submitted by the recruit.
- B. Additional Patrol Sergeants may be designated as intermediate contacts between field supervisors and the Commander of the FTO Program to assist in managing day to day operational issues, problems with satisfactory performance by a recruit, or other related matters.
- C. The Officer in Command of the Patrol squad who is training the recruit is responsible for providing oversight of the FTO's training efforts and the job performance of the recruit.
- D. The Sergeant of the FTO Program is responsible maintaining contact with field supervisors and monitoring both the training efforts of the FTO and the recruit's work performance.

EVALUATION GUIDELINES [CALEA 33.4.3 g]

- A. Guidelines for the objective evaluation of a recruit's job performance and skill proficiency by field training officers are outlined in the FTO Program Manual, and include performance criteria and descriptions of satisfactory and unsatisfactory job performance.
- B. FTOs are responsible for carefully documenting the work performance of recruits within established time limits using specified forms. Refer to the FTO Program Manual for specific reporting forms required by FTOs. [CALEA 33.4.3 h]
- C. Recruits must successfully complete each phase of training prior to being released to the next phase.
 - 1. Any recruit who is not recommended for advancement to the next phase, will meet with the FTO, Patrol supervisor, and FTO Program Sergeant to review all documentation of job performance.
 - 2. Job performance deficiencies will be reviewed and a determination made if the recruit will be recommended for remedial training or termination.
 - 3. Recruits will be assigned to remedial training until their job performance improves to an acceptable level or they are recommended for termination from the FTO Program.

4. Recruits are permitted a total of four weeks of remedial training. Extensions may be granted as facts and circumstances dictate.

TRAINING OF FIELD TRAINING OFFICERS [CALEA 33.4.3 e]

- A. All Field Training Officers must complete the St. Louis County Police Department "Field Training Officer" training course or comparable training program prior to being assigned a recruit.
- B. The Sergeant of the Field Training Officer Program is responsible for providing periodic training to FTOs, in addition to regular in-service training, to enhance their skill set. Such training may include:
 1. Legal updates and bulletins
 2. Changes in departmental policies and procedures
 3. Enhanced adult learning principles
 4. Advances in police operations training

ANNUAL RETRAINING PROGRAM [CALEA 33.5.1]

- A. All sworn members are required to complete assigned annual in-service training, including legal updates. [CALEA 33.5.1]
- B. The Patrol Commander is responsible for developing and presenting an annual in-service training program for sworn and non-sworn that is based on:
 1. Recommendations from the Chief of Police
 2. Mandatory training requirements established by the Missouri Peace Officer Standards and Training Program (POST)
 3. Other mandatory training requirements adopted by the Department
- C. The annual in-service training program may consist of various instructional methods, including classroom presentations, streaming video, online presentations, or other approved methods.

ACCREDITATION TRAINING [CALEA 33.5.3]

- A. All newly hired members will receive familiarization training on the accreditation program and process within 30 days of hire or within 30 days after completing the recruit academy. The Training Unit and the Office of Professional Standards are responsible for ensuring this training is properly administered. [CALEA 33.5.3 a]
- B. The Accreditation Manager will maintain close liaison with CALEA. During self-assessment, the Accreditation Manager will familiarize the department with important changes in the accreditation process including but not limited to new

standards, interpretations of existing standards, and revisions or deletions. [CALEA 33.5.3 b]

- C. ~~Prior to the on-site inspection, the Accreditation Manager will familiarize the department with the onsite process, personnel assignments for the on-site activities, problem areas identified during the mock assessment requiring special attention and other information as required. [CALEA 33.5.3 c]~~

PROMOTIONAL SKILL DEVELOPMENT TRAINING [CALEA 33.8.2]

- A. Sworn members promoted to the rank of Sergeant will complete within one year of promotion a department-approved First Line Supervisor training program, unless such training was completed prior to promotion.
- B. Civilian members promoted to supervisory positions will complete within one year of promotion a department-approved supervisor program, unless such training was completed prior to promotion.
- C. Sworn members promoted to the rank of Captain will complete within one year of promotion a department-approved Management training program, unless such training was completed prior to promotion.

DRAFTED BY: Eye-Liza Conner	DATE: 11/7/16
BY ORDER OF: ART JACKSON INTERIM CHIEF OF POLICE	DATE: 11/14/16
APPROVED BY: Public Safety Committee	DATE: 11/17/16
APPROVED BY: Berkeley City Council	DATE: 12/5/16