

**ARTICLE N**

**SPECIALIZED TRAINING**

I. Policy

- A. The Sheriff's Department is committed to meet the training needs of the agency and to improve and develop employee job skills, knowledge and abilities by providing necessary training, within the available resources, for all personnel.
- B. The Sheriff's Office respects its relationships with its employees' legally recognized collective bargaining representatives and the provisions of the CBAs it has negotiated with such representatives. Those relationships are governed by the Illinois Public Labor Relations Act, 5 ILCS 315, *et seq.*, as amended, and the Sheriff's Employment Action Manual (SEAM) will be construed and administered consistent with that Act to the extent that the construction or administration does not conflict with the United States Constitution or federal civil rights laws. With respect to Shakman Non-exempt Employees, if a CBA is in conflict with the language in the SEAM, the language in the CBA governs provided it does not permit or involve the use of Political Reasons or Factors. If any provision in a CBA allows for management discretion involving any Employment Action, such management discretion must be exercised subject to the Sheriff's Order regarding Unlawful Political Factors and Reasons, Reporting and Retaliation, and to procedures contained in the SEAM. If the CBA does not contain a specific procedure or is otherwise silent, the relevant procedure in the SEAM must be followed.

II. Enclosure

Refer to Appendix.

III. Procedure

A. Required Specialized Training

The Department Head will determine whether Specialized Training is required for a particular assignment. The determination will be based on the duties, responsibilities, training, knowledge, skills, qualifications, abilities or certifications required for performance of the Assignment.

Assignments requiring specialized training include but are not limited to:

Vocational Rehabilitation Impact Center (VRIC)  
Canine Units  
Central Warrants Unit

Child Exploitation  
Child Support Division  
Civil Process Unit  
Criminal Intelligence Unit (CIU)  
Criminal Investigations  
DEA Task Force  
DOC – Division II,X and Cermak Hospital (Advanced Mental Health Training)  
DOC – Records  
DOC Emergency Response Team (ERT)  
DUI & Distracted Driving Prevention Training  
Evidence Technician  
Field Training Officer  
Gang Crimes Unit  
Gender Responsiveness Training  
HBT  
HIDTA/NARCINT/Hotel-Motel  
Hostage Negotiations  
Investigations  
IT Unit  
Joint Helicopter Task Force  
Juvenile Officer  
Narcotics Unit  
Office of Policy and Accountability (OPA)  
Office of Professional Review (OPR)  
Special Operations/Detached Services/DEA  
Special Operations/Detached Services/FBI/JTTF  
Special Operations/Detached Services/FBI/RCFL  
Special Operations/Detached Services/FBI/Violent Crimes Task Force  
Special Operations/Detached Services/IL State Police Auto Theft  
Special Operations/Detached Services/ISP/Public Integrity  
Special Operations/CPD/Emergency Services Bureau/Fusion Center  
Special Services Security Detail  
Technical Services  
Training Institute  
Transportation Unit  
Truck Traffic Unit  
Vehicle Services

1. If the assignment/position is a posted position, the Department Head/Designee shall ensure that all required Specialized Training necessary for an assignment is listed in the Requirement section of the posting for the position.
2. Following assignment to a designated post or position that requires Specialized Training, the Department Head/Designee will assign the

officer to the required training according to the following criteria in order of priority:

- a. Unit staffing/scheduling needs,
  - b. Course availability,
  - c. If multiple courses are required, availability of the necessary course in sequence, and
  - d. Available Department resources
3. The Department Head/Designee will coordinate with the Sheriff's Training Institute to schedule the Specialized Training.
  4. Failure of an employee to pass the required Specialized Training will result in the employee being transferred to his/her previous assignment.

B. Department-Initiated Specialized Training

1. If the Specialized Training is requested for **all employees** in a Department or unit within a Department, the following procedures shall be followed:
  - a. The Department Head/Designee shall verify in advance course availability (date, time, number of openings).
  - b. If the number of available spaces is limited, the Department Head/Designee shall select employees on the basis of Seniority adjusted if necessary based on Operational Needs. The Department Head/Designee will provide a training plan and schedule that includes the estimated time it will take for all employees to complete the training and submit the training plan to the Compliance Officer.
  - c. The Department Head/Designee will coordinate with the Sheriff's Training Institute to schedule the Specialized Training. Depending on the number of attendees, the Executive Director of the Training Institute may arrange for the Specialized Training to be conducted at the Sheriff's Office.
  - d. The Department Head/Designee shall complete a Sheriff's Office Training Application for each selected attendee and forward to the Executive Director of the Sheriff's Training Institute for approval at least thirty (30) days prior to the training date. If the

Training Application is submitted less than thirty (30) days prior to the training date, the Department Head/Designee must obtain approval from the respective Undersheriff/Designee. The Department Head/Designee shall ensure that the NPCC Language is included on the Training Application.

- e. The Executive Director of the Training Institute will authorize the submitted application if:
    - i. the request is not duplicative or non-sequential,
    - ii. the request is directly relevant to purpose of the requesting Department,
    - iii. the description of the requested Specialized Training corresponds to the employees' current job duties,
    - iv. the request falls within the Department's training budget.
  - f. The Executive Director of the Training Institute may deny the submitted application if there is a suspicion of abuse regarding training reimbursement (example: training that requires travel, lodging, etc.).
2. If the Specialized Training is requested for one or more, **but not all** employees of the same position in a Department or unit within a Department and the request **cannot** be justified through Operational Needs, the Department Head/Designee shall verify in advance course availability (date, time, number of openings) and the procedures in Article M, Selective Training shall be followed.
  3. If the Specialized Training is requested for one or more, **but not all** employees of the same position in a Department or unit within a Department and the request **can** be justified through Operational Needs, the Department Head/Designee shall verify in advance course availability (date, time, number of openings) and submit a memorandum indicating in detail the Operational Needs justification to his/her respective Undersheriff/Designee for signature of approval. A copy of the approved or denied memorandum shall be forwarded to the Compliance Officer and the Executive Director of the Sheriff's Training Institute.
  4. If the Specialized Training is hosted by the Sheriff's Training Academy, the Executive Director shall send a notice to all applicable Department Heads that includes the following information and the procedures in Article N, Section III.B.1-2 shall apply:

- a. Name and description of Specialized Training
- b. Date(s), time(s) and location of Specialized Training
- c. Number of available openings
- d. Deadline to submit Training Application(s)

C. Employee Initiated Training Request

1. The Department Head/Designee must approve or deny all Employee Initiated Training Requests. An employee requesting to attend a training opportunity must provide a written request through his/her chain of command indicating the following information:
  - a. Name and brief description of the training opportunity,
  - b. Date, time and location,
  - c. Reference to the training opportunity such as a brochure or website, and
  - d. Statement explaining why he/she should attend the training.
2. Upon receipt of an Employee Initiated Training Request, the Department Head/Designee will determine the following:
  - a. Course availability,
  - b. Department staffing, scheduling and Operational Needs,
  - c. Career path(s) of individuals reviewed for selection,
  - d. Consistent high quality performance,
  - e. If the employee demonstrated prior ability to use acquired knowledge for the improvement of the agency,
  - f. Relevancy to the employee's assignment or unit,
  - g. Necessity to perform the duties of the assignment, and
  - h. Available resources / budgetary concerns

3. If the Department Head/Designee approves the training based on the criteria in Article N, Section III.C.2 the Department Head/Designee will determine if the employee(s) meets the following requirements:
  - a. Must not have incurred two (2) or more Unauthorized Absences in the previous twenty four (24) months. (This must be verified by Personnel to determine if the employee is pending approval for an authorized leave).
  - b. Must not have a total of four (4) or more suspension days for a single infraction within the previous eighteen (18) months as a result of Discipline from his or her original Department or from OPR.
4. If the request is denied based on Article N, Section III.C.2 or 3, the employee will not be allowed to attend the requested training. The Department Head/Designee will notify the employee via memorandum, which must include the NPCC. A copy of the memorandum shall be forwarded to the Compliance Officer and the Executive Director of the Sheriff's Training Institute.
5. If the training is approved according to Article N, Section III.C.2-3, the Department Head/Designee will submit a Training Application Form to the Executive Director of the Sheriff's Training Institute for final approval at least thirty (30) days prior to the training date. If the Training Application is submitted less than thirty (30) days prior to the training date, the Department Head/Designee must obtain approval from the respective Undersheriff/Designee.
6. If approved, the Department Head/Designee will schedule the employee(s) for the approved training. Copies of all documentation approving the training request shall be forwarded to the Compliance Officer.

D. Emergency Training Assignment

1. Due to changes to the training budget, including re-appropriation or influx of funds, or a previously closed course becoming available due to a cancellation or in increase in class size, assignment of personnel may be made by the unit commanding officer on an emergency basis using the following criteria:
  - a. Department or unit staffing, scheduling and Operational Needs,
  - b. Career path(s) of individuals reviewed for selection,

- c. Consistent high quality performance based on Quarterly and Annual Performance Evaluation Review forms (if applicable),
- d. If the employee demonstrated prior ability to use acquired knowledge for the improvement of the agency,
- e. Relevancy to the employee's assignment or unit,
- f. Necessity to perform the duties of the assignment

E. Out of Town Training

All out of town training requests must be approved by the respective Department Head/Designee, the Executive Director of Training and the Undersheriff. The training application must be submitted at least thirty (30) days prior to the training date and must include specific information regarding travel expenses.

F. Restrictions

Failure to comply with the aforementioned procedures will result in non-payment or reimbursement for the cost of the Specialized Training, denial of requested duty hours, and non-recognition of requested Specialized Training certification or license.

G. Training Commitment

The Candidates selected for Specialized Training may be required to sign a Commitment Statement, which states that upon completion of the Specialized Training, the employee will remain in the respective assignment/unit/Department for a minimum period time determined by the Department Head and subject to the Operational Needs of the Sheriff's Office.

H. Notification and Compliance

Notification of all approved Specialized Training and Advanced Training shall be forwarded to the Compliance Officer. Supervisors will **not** approve Specialized Training in anticipation of future applications to units, assignments requiring Specialized Training, or promotions.

I. Training Certificates

A specialized training attendee must submit the original certificate or license issued for the specialized training within ten (10) days of completion of the training to the following:

- 1. Department Head

2. Sheriff's Training Institute

J. Certification

The Department Head/Designee and all other individuals involved in any aspect of the Specialized Training process will complete and sign a No Political Consideration Certification (NPCC) affirming that all decisions relating to any Employment Action were made in accordance with the procedures set forth in this Article and the Employment Plan.

All Candidates will complete and sign a NPCC form affirming that all employment decisions were made in accordance with the procedures set forth in this Article and the Employment Plan.