



Training

Section: 1.500
Effective Date: October 28, 2010
Amended: August 8, 2019

Purpose

The purpose of this Written Directive is to establish general standards necessary for adequate police officer training. It is expected that adequately trained officers will enhance the efficiency of accomplishing the goals of police work as well as provide for improved community/police relations.

Policy

- A. It is the policy of the University of Baltimore Police Department (UBPD) that all recruit and lateral officers will be competently trained in the required knowledge, skills and abilities associated with the daily circumstances of police work before they are actively used in enforcement activities or are able to make arrests. Generally, initial training will take place in an academy or classroom setting and will meet the standards of the Maryland Police Training and Standards Commission (MPTSC). Typical areas of initial instruction will include but are not limited to:
1. Administrative Duties
 2. Constitutional and Statutory Law
 3. Routine Patrol
 4. Traffic Enforcement
 5. Criminal Investigation
 6. Report Writing
 7. Community Policing
 8. Crisis Intervention
 9. Emergency Medical Care
 10. Prisoner Processing
 11. Firearms Training
 12. Driver Training
 13. Physical Education
 14. Use of Force and Self Defense
- B. It is the policy of the University of Baltimore Police Department (UBPD) that academic training of the recruit and lateral officer will be supported with a period of at least four weeks of field training. During field training, all trainees will be paired with an experienced officer. Throughout the period of field training, the Field Training Officer will supply periodic reports to the Commanding Officer on the

progress of the new officer. At the conclusion of the Field Training, the Field Training Officer will recommend to the Commanding Officer if any remedial training is necessary.

- C. It is the policy of the University of Baltimore Police Department (UBPD) that proficiency in the use of firearms for all officers will be determined by annual qualification. At a minimum, the requirements for qualification will meet the standards established by the Maryland Police and Training Standards Commissions (MPTSC).
- D. It is the policy of the University of Baltimore Police Department (UBPD) to ensure training is consistent with the needs of the officers. That is, as technology or criminal tendencies change, members will be made aware of, and trained in these areas to effectively enforce the law.

1.500 Training

1.500.02 Training Administration & Function

- A. The agency's primary training function includes, but is not limited to:
 - 1. Planning, developing or identifying available training programs;
 - 2. Ensuring lateral entry candidates or recently retired police officers applying for an open police officer position in the agency meet the requirements as stipulated by the Maryland Police Training and Standards Commission (MPTSC).
 - 3. Notifying personnel of required training, and training that is made available to agency personnel;
 - 4. Maintaining training records;
 - 5. Ensuring that required and assigned training programs are attended;
 - 6. Implementing training programs;
 - 7. Selecting evaluating and supervising instructors;
 - 8. Evaluating training programs;
 - 9. Coordinating training programs; and
 - 10. Identifying potential resources within the university community and the public sector that enhances the training of the agency's employees.

1.502

1.502.02 Operations Captain

- A. The Operations Captain or designee serves as the agency's Training Coordinator. The goals and objectives of the agency's Training Coordinator include, but are not limited to:
 - 1. Serving in a formal advisory capacity for training issues to the Chief;
 - 2. Assisting in the development, screening, and evaluation of training programs for the agency based on:
 - a. Legal or regulatory requirements;

- b. Assessed agency or personnel needs; and
- c. Input provided by sworn and non-sworn officers;
- 3. Serving as a focal and informational point for training opportunities;
- 4. Recommending the selection of personnel for specified training programs;
- 5. Facilitating training schedules and the tracking and documentation of all training hours; and
- B. The Operations Captain or designee acts as the primary liaison between the agency and the Baltimore County Police Department's Training Division for In-Service matters.
- C. Agency employees becoming aware of training opportunities will forward same to the Operations Captain or designee for screening, evaluation, and recommendation.

1.504

1.504.02 Attending Training Programs

- A. Training orders will be:
 - 1. Created and distributed by the Business Specialist.
 - 2. The Business Specialist will maintain all training files.
- B. Agency employees assigned to attend training will do so unless excused because of court, illness, or other reasonable or prudent conditions.
 - 1. Personnel unable to attend training due to illness will comply with **1.448.34 Employee's Responsibility** and personally notify the agency employee conducting the training, or the agency, or organization hosting the training of their inability to attend.
 - 2. Personnel with training schedule conflicts due to court appearances will contact their immediate supervisor and the Business Specialist for directions on how to resolve the conflicts.
 - 3. Personnel with training schedule conflicts, due to other than illness or court appearances, will contact their Supervisor for directions on how to resolve the conflicts.
 - 4. It is the responsibility of the employee to "make up" mandatory training missed due to absences.
- C. Employee attendance at, and successful completion of, agency sponsored, authorized or annual training programs will be documented either by training program instructors or other persons responsible for training programs. This documentation and syllabus of the program must be submitted to and retained by the Business Specialist.
- D. Documentation verifying successful completion of agency sponsored or authorized training programs will be submitted to the Business Specialist for inclusion in employees' training files.

1.506

1.506.02 Reimbursement for training expenses

- A. The reimbursement for employee's training related expenses will be consistent with USM VIII - 11.00 – POLICY ON UNIVERSITY SYSTEM TRAVEL.
- B. Training fees and fees for books or materials for agency approved training programs are normally paid by the agency.

- C. Employees requesting reimbursement for training related expenses must submit their requests for pre-approval authorizations, via official channels, to the agency's Business Specialist who will handle them consistent with university procedures.

1.508 Performance Objective Based Training

1.508.02 Lesson Plans

- A. Lesson plans are required for all training programs conducted by the agency. Lesson plans are retained by the Operations Captain in a secure location or electronically. Lesson plans will:
1. Contain performance & job related objectives;
 2. Contain the content of the training;
 3. Contain specifications of appropriate instructional techniques;
 4. Establish the purpose of the instruction;
 5. Relate training to critical job tasks; and
 6. Identify matters that will be taught.
- B. Lesson plans should also, as applicable, include:
1. References;
 2. Teaching techniques to be used, e.g., lecture, group discussion, panel, seminar, or debate;
 3. Plans for evaluation of the participant; and
 4. Handouts for the program.
- C. Unless lessons plans are developed and mandated by external sources, all instructors are responsible for developing the content of their lessons based on training mandates or directions from the appropriate supervisor or the Operations Captain.
- D. Instructors will submit lesson plans to the Operations Captain, or a designee if unavailable, for review and approval prior to conducting the training.
- E. The Operations Captain will evaluate, and approve as appropriate, lesson plans to ensure they are consistent with agency directives and/or external training mandates.

1.508.04 Testing

- A. Instructors will prepare testing mechanisms which utilize performance objectives and measure trainees' knowledge of, and ability to use, job related skills.
- B. The Operations Captain will evaluate, and approve as appropriate, testing mechanisms to ensure they:
1. Are competency based;
 2. Use performance objectives; and
 3. Measure trainees' knowledge of, and ability to use, job related skills.
- C. Scores necessary to pass tests will be established in accordance with directives from MPTSC, directives of proprietary lessons such as CPR, or in accordance with the nature of the material being taught. Scores necessary to pass tests will be announced in advance to trainees.

1.508.06 Remedial Training

- A. Remedial training will be provided to employees when it becomes necessary to improve employees' performance in identified areas.
- B. Remedial training needs may be developed from multiple indicators within the agency. The need for remedial training may be indicated by situations or conditions that include, but are not limited to:
 - 1. Deficiencies noted during inspections or performance evaluations;
 - 2. Sustained complaints against employees;
 - 3. Poor performance in training programs; and
 - 4. Recommendations of the shift supervisor, the Operations Captain or Chief of Police.
- C. Remedial training should be conducted as soon as reasonably possible following the determination that remedial training is necessary.
- D. The agency may utilize shift briefings, other courses of instruction inside or outside the agency in order to address remedial training needs of employees.
- E. Agency employees who fail to attend or successfully complete remedial training may be reassigned to other duties until the training is successfully completed, undergo appropriate evaluations to determine possible causes for training failure, and/or discipline.
- F. Remedial firearms training is conducted in accordance with MPTSC Chapter .02 regulations and **2.810.08 Remedial Training.**

1.510 Training Records

1.510.02 Records

- A. The Business Specialist maintains training records in Report Exec and or in a central training file system. Training records should contain information that includes, but is not limited to:
 - 1. Training dates;
 - 2. Training syllabus to include training topics;
 - 3. Attendance records;
 - 4. Copies of certificates or other documentation to show completion of training programs; and
 - 5. Test scores.
- B. Training records will be updated with necessary and relevant information by the Business Specialist within 30 days of completion of training programs.
- C. The Business Specialist will maintain informational files In Report Exec on all training programs conducted by the agency. Training program files contain information that includes, but is not limited to:
 - 1. Course content and/or lesson plans;
 - 2. Names of employees attending the training;
 - 3. Performance of individual attendees as measured by tests, if administered.
- D. All training records (Firearm, In-service, Accreditation, other specialized, and etc.) will be maintained in Report Exec administered by the Business Specialist.

1. All training records held by other department members will be provided to the Business Specialist for recording and documentation purposes.
2. All trainers and instructors will provide (paper and/or electronic) copies of all training records to the Business Specialist for inclusion in the Central Training File. The retention of ancillary training records by department members is permissible.

1.512 Police Academy

1.512.02 New Officer Training

- A. The agency does not have a certified academy but does hire officers who were or are certified through an academy which has been approved by MPTSC as a full-service, police academy.
- B. The goals and responsibilities of a police academy is to:
 1. Provide training in accordance with standards established by the MPTSC and the administration of the agency;
 2. Provide administration and operations that facilitate adult education;
 3. Maintain an environment that is safe and conducive to learning;
 4. Improve police services to the community; and
 5. Enhance police-community relations.
- C. These Maryland academies are administered by a designated commander and develop training on approval of their respective Chief and in compliance with MPTSC requirements.
- D. Operational and administrative procedures are established by these agencies directives, memos, general orders and MPTSC regulations.
- E. All training facilities used to conduct academy training comply with MPSTC Regulation .08. Their facilities include, at a minimum:
 1. Classroom space consistent with the curriculum being taught;
 2. Office space for administrators and support personnel;
 3. Office resources for instructors;
 4. Physical training facilities;
 5. Libraries;
 6. Driver-training area; and
 7. Firing range.

1.512.04 Police Recruit Training

- A. All police officers hired by the agency are required to have completed or are expected to complete a recruit training fulfilling the requirements of MPTSC Regulations .03 and .04 prior to assignment in capacities where they are armed and authorized to make arrests.
- B. The agency can elect to send police officer candidates through a minimum standards training academies in order for them to receive training that includes, but is not limited to:
 1. Minimum hours and content requirements established by the MPTSC;

2. Instruction in subject areas mandated by CALEA;
 3. Curriculums based on tasks most frequently performed by police officers; and
 4. Use of evaluation techniques designed to measure competency in required skills, knowledge, and abilities expected of police officers.
- C. The agency prefers to hire lateral officers or those previously trained and certified police officers. If circumstances exist that preclude hiring previously certified officers, and on approval of the Chief of Police, candidates hired will be sent only to police academies certified by the MPTSC.
- D. Individuals hired as a lateral transfer from a certified police department or those previously certified and eligible for Comparative Compliance” training, will be trained in compliance to requirements as stipulated by MPTC.

1.514 Selection, Training, & Supervision of Instructors

1.514.02 Trainers

- A. The Chief will designate agency personnel to serve as training instructors for the University of Baltimore Police Department.
- B. Employees desiring to serve as instructors must submit a request in an administrative (95) report via their supervisor.
- C. Supervisors are to comment on the request report and forward to the Operations Captain (who can/may solicit agency employees to become instructors).
- D. Prior to serving as instructors in any MPTSC mandated training programs, employees must be certified as instructors in accordance with requirements contained in MPTSC Regulation .09. Instructor training includes, at a minimum:
1. Lesson plan development;
 2. Performance objective development;
 3. Instructional techniques;
 4. Testing and evaluation techniques; and
 5. Availability and use of resources.
- E. Because the agency does not maintain personnel in full-time instructor assignments, employees selected to serve as instructors are expected to do so in ancillary assignment capacities at least for the duration of their MPTSC instructor certifications unless:
1. They are removed by the Chief; or
 2. They submit requests, subject to approval by the Chief, requesting their instructor certifications be rescinded.
- F. Personnel conducting training for the agency, regardless of their full-time assignments, will report to and be supervised by the Operations Captain when teaching.

1.516 Field Training Officer Program

1.516.02 Program Administration

- A. UBPD primarily hires certified police officers or previously certified police officers who will the complete MPTSC Comparative Compliance program to re-activate their certification.
- B. All non-certified candidates would be required to successfully complete a MPTSC certified training academy.
- C. Upon hire each candidate will be required to successfully complete at least four weeks of new officer orientation with an FTO.
- D. The Operations Captain or his designee, is responsible for administering the Field Training Program, which includes, but not limited to:
 - a. Providing day-to-day direction and oversight of the program;
 - b. Selecting officers to conduct field training for new officers;
 - c. Coordinating the assignment of officers to be trained;
 - d. Periodically reporting to the Chief on the progress of the newly hired officers currently in the program.
- E. The duties of shift commanders regarding the new field orientation program include, but are not limited to:
 - 1. Promoting the goals and operations of the program;
 - 2. Supporting training officers by providing necessary direction, counseling, and encouragement;
 - 3. Identifying officers likely to serve as a trainer;
 - 4. Monitoring and evaluating the conduct of officers under their command who are serving as field training officers;
 - 5. Monitoring recruit officer performance and progress;
 - 6. Reviewing, signing, and forwarding daily observation sheets completed by FTO under their command;
 - 7. Assigning an alternate FTO in the temporary absences of assigned FTO;
 - 8. Recommending remedial training, counseling, extension of training periods, or recommending termination of the probationary officer during field training as necessary;
 - 9. Working with FTO under their command to counsel and develop remedial training which addresses performance deficiencies of probationary officers under their command; and
 - 10. Meeting at least weekly with their FTO to review the performance of the FTO and the probationary officers under their direction.
- F. The duties of FTO include, but are not limited to:
 - 1. Promoting the goals and operations of the Field Training Program;
 - 2. Providing the probationary officers with necessary and appropriate training experiences and opportunities, guidance, counseling, and remedial training;
 - 3. Accurately and fairly complete a daily observation record, documenting the performance and progress of the probationary officer; and

4. Meeting at least weekly with their shift supervisor to review the performance of probationary officer under their direction.

1.516.04 Field Training Program Elements

- A. The Field Training Program takes approximately 4 weeks for lateral transfers and new officers having completed the MPTSC Comparative Compliance Program.
 1. Newly hired officers are assigned to, and work with, their primary trainers and rotate shifts for a minimum of **four** weeks, to ensure all aspects of on campus duties are covered. Officers can be reassigned to another FTO in the instance where initial FTO is absent for extended periods of time (illness, injury, etc.).
 2. Trainees must remain under “direct supervision” of the Field Training Officer or another in a supervisory capacity for the duration of the training.
 3. During the Field Training Program, Shift Sergeants will evaluate the probationary officers.
- B. These probationary officers will be evaluated by their FTO every duty day of their training.
 1. The FTO will discuss daily observation records with new officers under their control.
 2. Daily observation sheets are to be signed by the shift supervisor, the FTO and the probationary officer to acknowledge their performance was reviewed.
 3. Probationary officers and their shift commanders are encouraged to write comments on all daily observation sheets.
- C. The FTO will conduct a weekly review with the probationary officers on what was learned in order to assess job knowledge and determine possible topics or subject areas for remedial or other training.
- D. At the conclusion of the Field Training Program, the FTO and shift sergeants are to complete an administrative (95) report to recommend the officer be:
 1. Retained;
 2. Extend training;
 3. Provide information needed to terminate; or
 4. Provide information to praise the officer’s attitude, demeanor, abilities, etc.
- E. Decisions to extend the Field Training Program will be made by the Operations Captain, based on recommendations of FTO, shift sergeants/OIC’s and input from other officers as may be provided.
 1. Extensions may be automatic due to periods of absence by training officers.
 2. Probationary Officers performances, evaluated as unsatisfactory, may be recommended for termination by the Operations Captain.
 3. Nothing in any directives pertaining to the Field Training Program precludes or prevents the Chief from dismissing probationary officers in keeping with university policy.
- F. Upon completion of the Field Training Program, all evaluations, records, reports and etc. pertaining to the training will be retained in the officer’s training file by the Business Specialist.
 1. These records are subject to audit by MPTSC.
 2. The Business Specialist will make these records available upon request by MPTSC.

1.516.06 FTO Trainer Selection (Training & Removal)

- A. Primary field trainers are those officers who are responsible for conducting and overseeing the day-to-day training of probationary officers.
 - 1. Primary field trainers will be officers who volunteer or are solicited to work with Operations Captain and manage the day-to-day process and activities related to training probationary officers.
 - 2. Field trainers must have at least one year of experience with the agency and must not have had any evaluation criteria scored lower than "meeting standards" in their most recent evaluations.
- B. Field Trainers are selected by the Chief with input from the Operations Captain and shift commanders.
 - 1. Field Training Officers will meet the following stipulations as set by MPTSC:
 - a. FTO trainers have to be police officers at least 2 years "immediately" prior to becoming a FTO; and
 - b. Successfully completed first-line supervisor training; and
 - c. Successfully completed a MPTSC approved field training officer course
 - 2. Only MPOs assigned to one of the agency's shifts are eligible to serve as field training officers.
 - 3. To be considered, officers must submit a request through their chain of command to the Operations Captain.
 - 4. The shift sergeants of officers applying to serve as field training officers will attach endorsements recommending or not recommending applicants. Endorsements must contain objective based reasons for the recommendation or non-recommendation.
 - 5. Officers solicited to serve as field training officers must similarly receive endorsements from their shift sergeants.
 - 6. Officers not recommended as field trainers may appeal the decisions in writing to the Operations Captain. In such cases, the burden of proving the recommendations rests with the applicants.
- C. Prior to serving as field training officers, employees will receive training authorized by the Operations Captain. Field Training for new officers should include, but not limited to:
 - 1. Goals of the Field Training Program;
 - 2. Effective communication skills;
 - 3. Goal setting and evaluation processes, including daily observation records;
 - 4. Remedial training strategies; and
 - 5. Discipline principles.
- D. FTO selections will be noted in personnel and training files of officers selected.
- E. Officers wishing to be voluntarily separated from the field trainer program will submit an administrative (95) report, explaining the reason for the request, via channels to the Operations Captain.

1. Shift commanders of officers requesting to be separated from the Field Training Program will provide their recommendations.
 2. The Operations Captain may involuntarily separate field trainers from the program based on written, objective based recommendations from shift commanders.
 3. Information documenting voluntary or involuntary removal of field trainers will be placed in affected employees' personnel and training files.
- F. The Operations Captain or his designee will complete reviews of officers completing the field training program, within 30 days following completion of training.
1. Field Training Program reviews will contain information which includes, but not limited to:
 - a. Overall compliance with these New Officer Training directives;
 - b. Structured, written evaluations from a random sampling of primary field trainers and their supervisors;
 - c. Recommendations from the probationary officer completing the Field Training Program.
 2. Completed Field Training Program reviews will be provided to the Chief.
- G. Within every 3 years following initial completion of a field training officer course, successfully complete a minimum of 7 hours of cumulative instruction that have been approved by the Commission to be provided to an individual who has been approved as a field training officer.

1.518 In-service training

1.518.02 Annual Training

- A. All UB police are required to undergo and successfully complete daylight and reduced-light firearms requalification on a yearly basis. Firearms requalification will be consistent with MPTSC approved weapons course.
- B. With the exception of the Chief and Captain, all sworn employees will attend and successfully complete an annual retraining program. Retraining programs must include legal updates.
1. Other In-service training subjects may include, but are not limited to:
 - a. Agency directives;
 - b. Criminal and motor vehicle law updates;
 - c. Liaison with other local criminal justice agencies;
 - d. Exercise of police discretion;
 - e. Interrogation and interview techniques;
 - f. Weapons and use of force;
 - g. EMS and fire services;
 - h. Goal setting and evaluation;
 - i. Investigative methods and techniques;
 - j. Contingency plans and planning for unusual occurrences;
 - k. Crime prevention techniques;

- l. Collection and preservation of evidence;
 - m. Report writing, systems, and requirements;
 - n. Accreditation process;
 - o. Ethics and integrity; and
 - p. participation in video training series.
2. Non-sworn personnel will attend training programs to update their skills, knowledge, and abilities commensurate with their responsibilities as determined and ordered by the Chief.

1.520 Squad Briefings

1.520.02 Officer Information

- A. This written directive specifically addresses the agency's squad briefing policy and does not preclude supervisory or command personnel from conducting informal or impromptu shift training at their discretion. However, shift sergeants are directed to meet, one on one, with their subordinates on a daily basis. This meeting can occur prior to the officer beginning patrol or early in the shift to ensure useful and/or training information is provided them.
- B. The university's e-mail system is utilized to further train and provide timely information on a daily basis to each agency officer. These shift briefings and e-mail delivery of information are established as a required component of the agency's training function.
- 1. Shift briefings and e-mails are designed to deliver training to all officers, sworn and non-sworn.
 - 2. Shift briefing and/or e-mail training programs will be designed to be covered in short periods of time and cover subjects that directly assist officers in the performance of their duties.
- C. The shift sergeants are responsible for preparing and delivering squad briefings. These responsibilities include, but are not limited to:
- 1. Designing a system to furnish day-to-day direction and oversight of the pertinent information;
 - 2. Suggesting, selecting, or approving training topics;
 - 3. Evaluating squad briefing information to ensure proper coordination and effectiveness; and
 - 4. Periodically reporting to the Chief, the progress, conduct, and effectiveness of squad briefings.
- D. The shift sergeant in charge of newly hired officers has squad briefing responsibilities for that officer which include, but not limited to:
- 1. Maintaining an active liaison with the Operations Captain to ensure effectiveness;
 - 2. Suggesting, selecting, or approving squad briefing topics;
 - 3. Providing logistical and resource support;
- E. Occasionally and on an "as needed" basis, agency instructors will be assigned to conduct squad briefings or other training, predicated on the subject matter, instructor qualifications, and the time when training can be conducted.
- F. Any agency employee may propose squad briefing training topics through the chain of command to the Training Coordinator/Operations Captain.

1.522 Accreditation Familiarization

1.522.02 Accreditation Coordinator & Training

- A. The Accreditation Coordinator is responsible for ensuring all agency personnel are familiarized with the accreditation process. Familiarization will be provided:
 - 1. To all newly hired agency personnel within thirty days after their employment begins or within thirty days after completing the recruit academy;
 - 2. To all agency personnel during self-assessment phases of initial accreditation; and
 - 3. To all agency personnel just prior to on-site assessments of initial accreditation and reaccreditation.
- B. Accreditation familiarization includes, but is not limited to:
 - 1. The history and background of accreditation and the agency's involvement in the process;
 - 2. The process of accreditation and reaccreditation;
 - 3. The goals and objectives of accreditation; and
 - 4. The advantages of accreditation and its impact on the agency.
- C. Accreditation familiarization may be achieved by mechanisms that include, but are not limited to:
 - 1. Power Point Presentations;
 - 2. Newsletters;
 - 3. Memos; or
 - 4. Periodic attendance by command ranked officers at CALEA meetings.
- D. All agency employees assigned to the position of accreditation manager shall receive specialized accreditation manager training within one year of being appointed to the position.

1.524 Ancillary Training

1.524.02 Specialized Training

- A. Specialized training programs provide necessary skills, knowledge, and abilities in addition to those received through basic recruit and in-service training. Specialized training includes, but is not limited to:
 - 1. Job related training to all newly promoted personnel;
 - 2. Management, administration, supervision, personnel policies, and support services of the functions or components;
 - 3. Performance standards;
 - 4. Agency directives specifically relating to the specialization;
 - 5. Executive development training and education;
 - 6. Technical and specific training pertinent to particular assignments; and
 - 7. Supervised on-the-job training.

- B. Specialized training will be provided to employees assigned to duties that include, but are not limited to:
 - 1. First line supervisor;
 - 2. First line administrator;
 - 3. Instructor;
 - 4. Classroom;
 - 5. Firearms;
 - 6. Skills
 - 7. Police bicycle operator;
 - 8. Investigator;
 - 9. Accreditation Manager;
 - 10. Police Communications Operators;
 - 11. Any other positions required by MPTSC to receive mandated training.
- C. Efforts will be made to initiate specialized training within 30 days of personnel being assigned to certain specialized functions.
 - 1. First line supervisory and administrative personnel will attend MPTSC mandated training at the earliest opportunity following promotion.
- D. All agency employees are encouraged to develop specialty skill areas as components of their individual career development efforts.
 - 1. Shift Commanders are encouraged to allow the development of the skills, knowledge, and abilities of personnel under their command.
 - 2. Employees developing specialized skills are reasonably expected to utilize their specialized skills and teach these skills if certified or authorized to do so.
 - 3. Opportunities for specialized skill training should be filled on the basis of both unit and individual officer needs and preferences.
 - 4. Subsequent opportunities for advanced skill development should be sought for employees having achieved basic skill performance levels.
- E. Agency employees will be provided with specialized retraining, if required consistent with **1.526.10 Specialized Training Descriptions.**

1.524.04 Orientation Training

- A. The University's Office of Human Resources conducts regular orientation programs for newly hired classified employees of the university. Specific information is provided concerning university regulations, campus practices, and a broad range of employee benefits such as retirement, health insurance, other insurance programs, credit unions, and recreational facilities.
- B. The agency provides orientation programs for all newly hired employees that includes, but are not limited to:

1. Orientation to the agency's role, purpose, goals, and directives;
2. Working conditions;
3. Responsibilities and rights of employees;
4. Crime prevention; and
5. Security related topics