



City of Racine Police Department  
**Policy and Procedure**

**Number: 104**

Subject: <b>Retraining of Members Absent for Extended Periods</b>		
Date Issued: <b>12-29-89</b>	Date Revised: <b>01-11-18</b>	Revision Number: <b>4</b>

**POLICY**

The Department has a responsibility to ensure that members returning to work after extended absences are fully prepared to complete their assigned responsibilities to a level that meets Department standards. The goal of retraining is to ensure the safety and wellbeing of the community we serve, as well as the returning member and his or her peers.

**PROCEDURE**

When a member has been absent from working in his or her official capacity as a law enforcement officer for an extended period, the following criteria will be used as a baseline for establishing the level of retraining necessary. Ultimately (within mandated guidelines that may include those provided within state statute or administrative code) the Chief of Police will make the final determination as to the extent of retraining.

**MEMBER**

**LENGTH OF ABSENCE**

**TRAINING REQUIRED**

Less than ninety days

Division/Unit and refresher

More than ninety days –  
less than two years

Training will establish a session (length will be determined) designed to refresh the member on the key issues necessary to return them to full function as a law enforcement officer. This session may vary in length, content, or degree based on the individual needs of the returning member. The yearly State Handgun Qualification and biennial Emergency Vehicle Operation should be implemented in the training development. Additionally, the Chief of Police may determine those needs with input from the Commander of the Division where the member will be working and from the member themselves.

More than two years –  
less than three years

Contingency Course as required by State of Wisconsin Training and Standards. The yearly State Handgun Qualification and biennial Emergency Vehicle Operation should be implemented in the training development.

More than three years

Repeat of 720 hour basic recruit academy and recertification As required by Training and Standards and completion of F.T.O. Program.

**NOTES**

When necessary, localized training will continue until the member is considered to be proficient in his or her duty responsibilities, as determined by that member's Division Commander.

Members of Reserve Components of the Armed Forces gone for extended periods of time may only be subjected to localized training to the extent that it provides them refreshed skill levels.

If an officer does not complete their 24 hours of training during the state fiscal year due to a leave of absence, they must complete 48 hours of training during the next state fiscal year.

## **RELATED PROCEDURES**

[Table of Contents](#)