

In-Service Training (IST) will begin on February 19, 2010. Officers will be required to utilize the City Training Self-Registration system to select their training date.

Officers will consult with their supervisor prior to registering to ensure that their training date is approved and that there are no conflicts.

The IST dates for 2010 are located on this site with each available date indicated. The "First Day Back" dates are indicated as such and are reserved for midnight and evening shift officers only. Classes will be limited to 20 officers per class and the system will not allow you to sign up once the class is full. Follow the below listed steps to register.

- Go to "MDT Homepage".
- Select "City Training" (upper right side).
- Select "Instructor Led Training".
- Go to "Select Course" and click on your work cycle and shift.
- Select an available session listed next to the calendar.
- Select your supervisor from the drop down menu, enter your city Email address, correct your phone number if necessary and click the "Register" button to complete the registration process.

Supervisors will ensure that officers under their supervision are registered for an IST date during their work cycle. The schedule will allow squads that have the ability to go as a squad to do so by registering for the same day.

If an officer cannot attend on the date they are registered for, then that officer is responsible for withdrawing from the original date and registering for another available date. The registration for each IST date will close at 1500 hours the day before, so all changes must be accomplished before then. If there is an unforeseen situation, the Training Unit has the capability of withdrawing the officer and scheduling a replacement.

There are only a limited amount of IST dates available, so we are asking that every effort be made to ensure that officers registered for their in-service date attend on that date.

If there are any questions please call the Training Unit at 242-5404