



COMMONWEALTH INVESTIGATOR TRAINING PROGRAM (CITP)

Date:

August 30, 2021

By Direction Of:

Lucas M. Miller, State Inspector General

A. Purpose & Scope.

To establish the Office of State Inspector General's (OSIG) policy and procedures regarding attendance by agency sworn law enforcement staff at the Commonwealth Investigator Training Program (CITP). This policy applies to all OSIG sworn law enforcement staff while attending this training. Failure to abide by this policy may result in disciplinary action up to and including termination.

B. Policy.

The OSIG is committed to sending its newly hired sworn law enforcement staff to the Commonwealth Investigator Training Program, which was legislatively created to provide professional, standardized training to both civil and criminal state investigators, through basic and advanced curricula. The CITP is coordinated and administered by the Pennsylvania Office of Attorney General (OAG), which conducts two training sessions per year. The CITP curriculum consists of four weeks of basic investigative training, four weeks of advanced investigative training; and additional approved training, such as defensive tactics and entry training.

Each agency participating in CITP, including the OSIG, will review an employee's prior work history and current certifications to determine which courses within the curriculum the employee shall be required to attend.

The CITP is coordinated and administered in association with the Pennsylvania State Police (PSP). PSP has various policies which pertain to those who attend classes at the PSP Training Academy. In addition, the CITP governing board has established policies which address conduct and testing, evaluation and remediation. The OSIG has adopted those policies. Those policies are the [CITP Code of Conduct](#) and the [CITP Testing, Evaluation and Remediation policies](#).

All OSIG sworn law enforcement staff attending CITP training must abide by all PSP and CITP policies. Sworn law enforcement staff who fail to adhere to these policies will be subject to disciplinary action up to and including termination.

C. Procedures.

OSIG sworn law enforcement staff will be enrolled in a CITP training session upon being hired with the OSIG. Successful completion of the CITP is necessary to achieve permanent status with the agency. This requirement can be suspended by management during unforeseen circumstances.

Upon enrollment in CITP, the employee will receive information regarding the dates, times, and locations of the training as well as information regarding meals and accommodations. While enrolled in CITP, the employee's work location is the CITP training location. The employee will only follow any closures or delays relevant to the specific training location.

D. Additional Information.

Any questions regarding this policy should be directed to your supervisor.
