

GENERAL ORDER 33.2.1

Training Programs

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Describes the Department's training program.

DISCUSSION

None.

POLICY

I

Unless excused by a bureau commander, all employees shall attend mandatory training sessions. The Professional Standards and Training Sergeant shall see that a roster of all attendees is maintained and proper credit recorded for attending training.

The Professional Standards and Training Sergeant shall assist absent employees to determine an acceptable make-up session.

II

The Department shall reimburse employees for expenses incurred at Department authorized training in accordance with the Association Agreement (for Association members) and City Policy (for other employees.)

III

The Professional Standards and Training Sergeant shall maintain information of training opportunities offered by public and private organizations.

IV

In the interest of better understanding between agencies, the Department shall seek to send Department members to training offered by other criminal justice agencies, and offer Department training to members of other criminal justice agencies.

V

Lesson plans shall be approved by the Professional Standards and Training Sergeant prior to each training session.

Each lesson plan which shall contain: guidelines and format for lesson plan development; a statement of performance objectives; and the content of the training and references (for non-department instructors), teaching techniques (lecture, group discussion, panel, seminars, debate), relationships to job tasks, responsibilities of the participants. The instructional techniques that should be incorporated are: conferences (debate, discussion groups, panels, and seminars); field experiences (field trips, interviews, operational experiences, and operational observations); presentations (lecture, lecture-discussion, and lecture demonstration); problem investigations (committee inquiry) and simulations (case study, games, and role-play).

VI

Any tests used as part of Department training shall be approved by the Professional Standards & Training Sergeant. The instructor shall submit the test to the Professional Standards & Training Sergeant along with a description of the test and the passing and failing scores. In most instances, competency-based tests that use performance objectives and measure participant knowledge of and ability to use job-related skills should be used.

VII

When remedial training is required, the instructor(s) and the Professional Standards and Training Sergeant shall document: the circumstances and criteria used to determine the need for remedial instruction; the timetables under which the remedial training shall be provided; and the consequences of participation or nonparticipation by the affected personnel.

Remedial training may be required as part of initial training or may come about as part of the performance evaluation process.

VIII

The Professional Standards and Training Sergeant may require a critique of training programs and instructors be completed by the attendees.

Richard L. Lewis
Chief of Police