

DEPARTMENT GENERAL ORDER 98-27

OFFICE of the CHIEF OF POLICE
REPLACES/AMENDS: None

DATE: October 24, 1998

TRAINING COURSE DEVELOPMENT

I. PURPOSE.

Training courses developed and administered by department personnel shall adhere to accepted educational practices and satisfy specific administrative and operational requirements.

II. DEFINITIONS.

Lesson Plan - A detailed guide from which an instructor teaches. The plan includes the goals, specific subject matter, performance objectives, references, resources and method of evaluating or testing students.

Performance Objectives - Statements of operational behavior required for the satisfactory completion of a training course.

III. GENERAL.

Training programs should ensure that the needs of the agency are addressed and that there is accountability for all training provided. In particular, training should be consistent with the department's goals and objectives, and satisfy liability concerns to the maximum extent possible. Courses of instruction should be based, to a great extent, on input from line officers, the training committee, and other departmental staff.

IV. INSTRUCTOR TRAINING.

Department personnel who may be delegated to conduct various training classes shall be properly trained and certified to instruct in the topic areas involved. Such training may be obtained from the St. Louis County and Municipal Police Academy, state and federal law enforcement agencies, other P.O.S.T. certified providers, private organizations, and/or colleges and universities. Subject areas which should be addressed during instructor training will include, at a minimum: 1). lesson plan development, 2). performance objective development, 3). instructional techniques, 4). testing and evaluation techniques, and 5). resource identification and usage.

Periodic retraining of department instructors shall be accomplished as required.

V. LESSON PLAN DEVELOPMENT.

Lesson plans shall be required of all instructors selected to present training programs.

The development of lesson plans should ensure that the topic to be covered in training is addressed completely and accurately, and is properly sequenced with other training materials. Lesson plans establish the purpose of the instruction, set forth specific performance objectives, relate the training to job tasks, and identify any ethical considerations associated with the course of study. Lesson plans should include references, teaching techniques, relationships to operational tasks, responsibilities of the participants, and any testing or evaluation procedures.

Instructional techniques that may be utilized in the conduct of a training session are:

1. conferences (discussion groups, panels, debate sessions, seminars).
2. field experiences (trips, interviews, operational experiences, observations).
3. presentations (lecture, discussion, demonstration).
4. problem investigations (committee inquiry).
5. simulations (case study, games, role-play).

A. Lesson Plan Approval Process

Proposed lesson plans shall be submitted to the Commander of the Investigations and Support Bureau. He shall be responsible to review same in conjunction with the members of the training committee, and will ensure that the requirements established for the development of lesson plans have been fully addressed. Suggested revisions to plan material shall be submitted back to the plan author(s) for incorporation into the final lesson program.

B. Testing Process

Evaluation criteria shall be established for each training course developed and administered by department personnel. Potential evaluation options include

verbal testing or the administration of a formal written examination. In those instances where a decision has been made to forego testing as an evaluation tool, the issuance of a course and/or instructor evaluation form will serve to satisfy the testing/evaluation process.

In the event a written examination process is selected as the most efficient method to measure performance objectives in a training class, the test design and contents shall be thoroughly reviewed prior to the administration of same. This review, conducted by the training committee, shall ensure the examinations basic fairness, and that the contents are accurate and applicable to the subject matter under consideration.

VI. ADMINISTRATION OF TRAINING COURSE.

The department shall maintain all appropriate records in connection to training courses which have been presented by agency personnel.

A. Class Roster

A list of all individual students attending training classes developed and administered by department personnel shall be compiled during the course of training, with a copy forwarded to the training coordinator. Same shall then be utilized to verify attendance, course evaluations, and to issue certificates of training as appropriate.

B. Training Records

Finished lesson plans, along with completed copies of course evaluations/tests shall be submitted to the training coordinator to be entered in a separate training file for future review and use. Individual instructors may also elect to maintain a copy of the material for their own purposes.

Documentation of attendance at various training sessions/classes shall be accomplished in accordance with the procedures established in General Order 98-26.

C. Training Certificates

Contingent upon the complexity and duration of a training class, certificates of training may be issued to those personnel who successfully satisfied the performance objectives of the class.

Training certificates shall be considered official documents, and each shall be signed by the Chief of Police or his designate.

BY ORDER OF:

RICHARD T. MORRIS
Chief of Police

RTM: dld

CALEA Reference: 33.1.4/33.1.7/33.3.1