

Germantown Police Department

Policies and Procedures

Number: 1-6
Effective Date: January 1, 2003
Subject: Training Instructors
Previous Revisions:

I. PURPOSE

The purpose of this policy is to establish guidelines for the selection and training of instructors utilized by the Department for the training of its members.

II. POLICY

It is the policy of the Germantown Police Department to utilize only quality instructors who are recognized as having specialized knowledge and training in the areas to be taught.

III. PROCEDURE

A. Selection Criteria:

1. Selection of quality instructors is critical to the successful operation of a training program. To ensure quality selections, instructors shall be selected based on the following general guidelines:
 - a. Knowledge in the particular area to be taught
 - b. Knowledge of teaching theories, methods, and practices
2. To provide more specific guidelines for the selection of instructors from within the Department, selection shall be based on, but not limited to, the following:
 - a. Application by member
 - b. Member's performance evaluations
 - c. Member's attendance record
 - d. Member's communication ability

- e. Member's law enforcement knowledge
 - f. Chief's approval
3. Final selection shall be dependent on the applicant's ability to satisfactorily complete a prescribed instructor development course leading to the awarding of certification. Said course shall have the approval of the Germantown Police Department and the Tennessee Peace Officers Standards and Training (P.O.S.T.) Commission and shall relate to the necessary skills and knowledge required for instructors.
 4. The approved instructor development course shall, at a minimum, include provisions for training in the following:
 - a. Lesson plan development
 - b. Performance objective development
 - c. Instructional techniques
 - d. Learning theory
 - e. Testing and evaluation techniques
 - f. Resource availability and use
 5. The Training Officer shall ensure that instructors receive periodic, updated training, as needed, and that instructor certifications are maintained.
 6. Exceptions to the above policy may be made for administrative officers and command staff personnel who are presenting informational topics within the scope of their duty assignments, and for instructional assistants who are acting under the direct supervision of a certified instructor and do not require the degree of platform skills needed by classroom instructors.
 7. Officers assigned as instructors for specific training shall provide said instruction as required and shall maintain certification until relieved from that assignment. Relief from the assignment shall be based on, but not limited to, the following:
 - a. Evaluation by the Training Unit indicating that the instructor's knowledge and skills in the area being taught are inadequate or not current

- b. Student critiques of the instructor's performance
 - c. Discipline problems
 - d. Resignation of their position
8. Outside resources for providing instruction are sometimes necessary to meet specific training needs. The selection process for instructors from outside the Department shall be based on their qualification, experience, reputation, and instructional material supplied to the Training Officer. This material should include a lesson plan listing:
- a. A training goal.
 - b. Performance objectives.
 - c. A measure of the objectives through practical exercise or testing.

Outside instructors shall be selected and supervised by a designated training officer. The level of compensation for outside resources will be commensurate with the training budget and with the approval of the Chief of Police.

IV. REVIEW PROCESS

An annual review of this policy will be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.