

	<p style="text-align: center;">BRIDGEPORT POLICE DEPARTMENT</p> <p style="text-align: center;">POLICY AND PROCEDURE GENERAL ORDER</p>	Distribution	General Order Number
		ALL PERSONNEL	9.03
		Original Issue Date	Reissue/Effective Date
		10/20/20	11/16/20
Order Title: TRAINING INSTRUCTORS		Accreditation Standard: POSTC: 3.9.3	Section
		9	
		Section Title	
		TRAINING	
Rescinds: 2.6.2.15		Rebeca Garcia, Chief of Police	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE:

The purpose of this general order is to establish a written directive that describes the Bridgeport Police Department’s procedures related to the training instructors of the Department.

II. POLICY:

It is Bridgeport Police Department policy to maintain high standards related to all training instructors used by the Department. Training instructors may be from within the Department, subject to approval by the Chief of Police, or designee. In certain cases, the Department may obtain an instructor from the outside. In all state mandated training programs, only certified instructors for that particular subject area will instruct such training programs.

III. PROCEDURE

A. Training Instructors

1. Functional Responsibility

The Bridgeport Training Academy is responsible for the Department’s training program. The OIC of Training is the coordinator of this program, and has the responsibility for in-house training instructors utilized by the Department. All Department assigned instructors, regardless of rank or assignment, report to the OIC of Training regarding their assignments as training instructors.

2. Instructors – General

- a. The Department shall use police instructors who have been certified by the POSTC pursuant to regulations established under C.G.S. § 7-294d.
- b. Personnel assigned as a training instructor, shall complete an Instructor Development course, or a similar course of instruction, as approved by POSTC, in addition to the necessary training for that particular topic.
- c. The OIC of the Training Division, in consultation with the Chief of Police, shall select officers to attend the instructor's class and subsequently serve as police instructors.
- d. The Instructor Development course shall include training on:
 - 1) Lesson plan development
 - 2) Performance objective development
 - 3) Instructional techniques and learning theory
 - 4) Testing and evaluation techniques
 - 5) Resource availability and use
- e. Employees having recognized expertise in a subject matter may be considered for designation as instructors in their field of expertise without specific instructor training on a case-by-case basis.

3. Instructor Qualifications

The Department will select employees to attend certification programs based on the following factors:

- a. The particular need of the Department for an instructor in a particular area.
- b. Any special skills, abilities, or expertise in a particular field of law enforcement or related subject.
- c. The officer's experience, education or training.
- d. Job performance proficiency as indicated on their performance evaluation and/or Supervisor's recommendation
- e. Job interest as indicated in their performance evaluation objectives, and career development plan
- f. Job skills acquired through attendance and participation of courses and seminars relating to the particular topic

- g. Willingness and availability to serve as an instructor for the particular topic, including the preparation of lesson plans, course materials, tests, etc.
- h. Other criteria that may be appropriate, such as rank or seniority

Personnel assigned as instructors in the various subjects will maintain tenure as long as their required instructor certificates are current. Upon lapse of a dated certificate, status as an instructor in that subject is terminated.

Instructors are appointed and serve at the pleasure of the Chief of Police or designee.

4. Outside Instructors/Schools

Instructors and schools from outside the Department will be selected for their expertise, and their ability to provide quality instruction that normally cannot be provided by instructors from within the Department. The selection process for these instructors/schools is based upon the experience, reputation, and relevancy of their instructional material, as well as, their formal academic credentials in their topic of instruction. Compensation for these instructors will be individually negotiated.