

 Policy and Procedure		Policy Number 4.04
Chapter	Training	Approved By: Robert L. Ticer, Chief of Police
Article	Lesson Plans	
Effective Date: September 5, 2019		

PURPOSE

To provide guidance to those instructors who must create lesson plans.

POLICY

The Department will develop lesson plans to ensure that a subject to be covered in training is addressed thoroughly and accurately and is properly sequenced with other training materials.

DEFINITIONS

Lesson plans establish the purpose of the instruction, set forth the performance objectives, relate the training to critical job tasks, and identify safety and ethical considerations related to the topic.

GENERAL GUIDELINES

Each Department in-service training class must have a lesson plan submitted and approved prior to the commencement of the class. The author of the lesson plan should consider the relevance of training courses to the organization's mission and values.

Each lesson plan will include at a minimum: <CALEA 33.1.4 (a, b, d)>

- A statement of training objectives (performance and job-related)
- The content of the training
- Specification of appropriate instructional techniques
- A list of resources used in the development of the curriculum
- A list of resources required in the delivery of the program
- Identification of any tests used in the training process

Lesson Plan Approval Process <CALEA 33.1.4 (c)>

The designated instructor for each Department in-service training class must create a written lesson plan on the Department approved lesson plan template. The instructor will submit the lesson plan to the training sergeant in time to allow for a proper review and approval or denial of the lesson plan. The training sergeant, or designee, will review the submitted plan and then get final approval from a Division Assistant Chief. All approved lesson plans will be consistent with Department policy, legal requirements, and established law.

Training Class Records <CALEA 33.1.7 a-d>

Training records of classes conducted by the Department will be maintained by the training sergeant in accordance with the Department records retention schedule and will include:

- Course content (lesson plans)
- Names of agency attendees
- Performance of individual attendees as measured by tests, if administered.

