



# University of California, San Francisco

## Police Department General Orders

### 3.31 Training: Training Instructors

#### 3.31.1 In-House Instructors (Revised: 1/4/22)

- A. UCSF Police Department training instructors shall be chosen for their thorough knowledge of the subject being taught and their ability to effectively impart the information to students. UCSF Police Department personnel instruct in several specialized areas.
- B. Personnel may remain instructors as long as they have not been the subject of a substantiated abuse of force complaint during the previous three years, their skills in the area being taught remain current, student critiques of their performance remain satisfactory, and they have the endorsement of their respective Division Manager.
- C. Department instructors who provide on-going professional training shall be provided additional training in the areas of:
  - 1. Lesson plan development
  - 2. Performance objective development
  - 3. Learning theory
  - 4. Testing and evaluation techniques
  - 5. Resource availability and use.

Instructor development is available through POST, internal instruction, college courses or other approved training.

- D. The PSD shall ensure that instructors from outside the organization also meet UCSF Police Department's professional requirements and training needs. Instructors shall be selected for their demonstrated subject matter expertise and training abilities. The PSD Commander shall ensure:
  - 1. The instructor's resume is on file at the Police Department and information in the resume is verified
  - 2. References are checked and documented related to the training to be provided
  - 3. A lesson plan that is submitted and reviewed in advance of the training is approved by the PSD Commander and is on file
  - 4. Student evaluations are completed and filed as a part of the course documentation, and evaluation information is provided to the instructor if they so desire.
- E. Selection and compensation for instructors from outside the Police Department will be the responsibility of the PSD Commander, with the final approval of the Chief of Police.