

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

General Order: 22.02	Effective: 03/02/2020	Supersedes: 02/07/2018	Number of Pages: 2
-----------------------------	------------------------------	-------------------------------	---------------------------

CRIMINAL JUSTICE ACADEMY TRAINING: ACADEMY DIRECTOR

In addition to other assigned responsibilities and duties, the Criminal Justice Academy Director will:

- A. Seek out and identify resources, both public and private, that may be available for use by the Department in the presentation of training programs. These resources may include needed goals, services, or locations relative to the development or presentation of training programs from sources such as local government, State or federal agencies, private persons, businesses, colleges, universities, etc.
- B. Use job-task analysis in the development of the curricula for the Department training programs.
- C. Establish performance objectives for all local programs.
 - 1. Provide clear statement of the learning objectives.
 - 2. Provide a basis for evaluating the participants.
 - 3. Provide a basis for evaluating the effectiveness of the training program.
- D. Assure that lesson plans for all training courses are developed to include the following:
 - 1. Specific subject matter.
 - 2. A statement of performance objectives.
 - 3. Instructional techniques to be used.
 - 4. Resources and references.
 - 5. Evaluation or testing of the subject taught.
- E. Review and approve all lesson plans.
- F. Update the records of all members following their participation in training programs to include the date of the training, type of training, course content (lesson plans), and any test scores that are applicable.

- G. Evaluate a member's qualifications to instruct and monitor training given by Department instructors.

- H. Will ensure that the following resources are used to assist in the development of departmental training programs:
 - 1. Inspection Reports.
 - 2. Staff reports and/or meetings.
 - 3. Consultation with field personnel.
 - 4. Field observations.
 - 5. Training Committee reports.
 - 6. Training evaluations.
 - 7. Office of Professional Standards recommendations.
 - 8. Participation (and approval) by the Chief of Police when appropriate.

- I. Ensure that procedures for testing the effectiveness of Department training programs are used when appropriate. The testing may include one or more of the following methods:
 - 1. A pre-test/post-test.
 - 2. A written critique.
 - 3. A questionnaire/survey.
 - 4. A written test with a 70% passing grade.
 - 5. A practical evaluation where the trainee demonstrates their ability or understanding of the subject material.