

PRINCE WILLIAM COUNTY POLICE DEPARTMENT MANUAL OF GENERAL ORDERS		
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TRAINING: INSTRUCTORS		

A. Prince William County Criminal Justice Academy Instructors.

1. Members chosen to instruct should possess the following skills, knowledge, and abilities:
 - a. Practical knowledge of adult learning theories and instructional methods.
 - b. Public speaking skills.
 - c. Knowledgeable in the uses of audio visual aids.
 - d. Ability to write effectively.
2. Instructors shall receive the following training:
 - a. A course in lesson plan development.
 - b. Performance objectives.
 - c. Testing and evaluation methods.
 - d. Learning theory.
 - e. Instructional techniques.
3. All supervisors of this Department are viewed as instructors and as such should strive to continually improve their teaching, mentoring, and leadership skills. They shall assist in the development and presentation of training programs as part of their regular duties.

B. Instructors from outside the Department.

1. The Academy Director will be responsible for selecting outside instructors, based upon the Department's training needs. The Director will evaluate the qualifications of, and monitor the training given, by instructors from outside the Department.
2. Instructors from outside the Department will be selected based upon their expertise of the subject taught. These instructors will provide the Academy with an outline stating the performance objectives of the course they are instructing and a minimum of two (2) references to be contacted at the discretion of the Academy Director.
3. Use of instructors from other agencies will be coordinated through the Office of the Chief of Police, or designee, for the respective instructor's agency. The use of, and compensation for, instructors from the private sector will be done in accordance with the Prince William County Purchasing Regulations.