



# **POLICE DEPARTMENT GENERAL ORDER**

**Subject: Training**

**Order No: 405**

Contents

**Subject: Training**..... 1

**Order No: 405** ..... 1

**405 Policy**..... 2

**405.1 Definitions**..... 2

**405.2 Training in General** ..... 4

**405.3 Remedial Training**..... 5

**405.4 Attendance and Documentation** ..... 6

**405.5 Conduct** ..... 7

**405.6 Department Required Training** ..... 7

**405.7 Outside Training**..... 9

**405.8 Salary Incentive** ..... 11

**405.9 Responsibilities**..... 11

**405.10 Selection of Instructors**..... 13

**405 Policy**

- A. The Agency is to maintain a high standard of employee performance through an active, current and thorough training program. The purpose of this policy is to establish procedures to identify training needs, schedule or prepare courses, identify the responsibilities of Agency members, and ensure that proper planning, implementation, documentation, and review of completed training is maintained.
- B. This order establishes training procedures for all Agency members. Every member must realize that training is a critical factor to our individual and collective knowledge, skills, and ability to reach Agency goals and objectives.
- C. All members of the Agency are encouraged, in addition to Agency training, to further their formal education for the purpose of increasing their ability and potential within the law enforcement profession and for the purpose of meeting, more fully, the demands of their duties to the community.
- D. The Training and Recruiting Unit, or specifically the Training Unit, is responsible for the overall Agency training program and related records management.

**405.1 Definitions**

- A. **CJSTC** - Training Programs recognized by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission:
  - 1. **Basic Recruit Training Program** - Designed for individuals who are entering the law enforcement, correctional, correctional probation profession, and are developed by the Criminal Justice Standards and Training Commission (herein after referred to as the "Commission") based on job and task analyses of each discipline. Refer to Florida Administrative Code and FSS 943.

2. **In-service Training** - Courses developed by criminal justice agencies based on local agency needs. In-service training courses or programs will not be part of the programs or courses established by the Commission pursuant to **943.17 FSS**, nor will they be used to qualify an officer for salary incentive payment provided under **943.22 FSS**. Refer to Florida Administrative Code, Rule 11B-27 and FSS 943.
3. **Advanced Training Courses** - Courses designed to increase an officer's knowledge, skills, and abilities to perform the job. Each course covers one major topic and is a minimum of 40 hours. Refer to Florida Administrative Code, Rule 11B-27 and FSS 943.
4. **Specialized Training Programs** - A certified criminal justice training school or local agency may deliver the Commission's Specialized Menu Training Program. The Menu is designed to use Commission-approved categories, topics, and objectives that encompass subject matter pertinent to training with the criminal justice field. Training courses will be developed by applying a "menu" concept to fulfill local training needs and to satisfy identified training needs. Refer to Florida Administrative Code Rule 11B-27 and FSS 943.
5. **Academic Courses** - Courses completed at accredited universities, colleges, community colleges, and vocational-technical schools. May not also be used for salary incentive credit per Florida Administrative Code, Rule 11B-27 and FSS 943.

B. **Training Programs** recognized by the Agency:

1. **In-service Training** - This is training that is developed based on the needs of the Agency. This includes all Agency-sanctioned training. Training is designed to increase an employee's knowledge, skills, and abilities. The training cycle extends from October 1 to September 30 of each year.
2. **Specialty Team or Unit Training** - Training that is provided to Agency specialty teams or units. This is training that is created and provided during normal team training days.
3. **Outside** - Outside training is normally attended by an employee by submitting a school request form. Most commonly, outside training is received through other organizations. Occasionally, the Agency will host an outside training course for employees and outside guests to attend. This definition includes any training that prepares an employee for a specialty position, promotional opportunity, or other particular job skills/knowledge.
4. **Advanced Training** - Courses designed to increase an officer's knowledge, skills, and abilities to perform the job. Each course covers one major topic and is a minimum of 40 hours.
5. **Prior to Hire** - Training and education achieved prior to an employee being hired by the Palm Bay Police Department.
6. **Position Training** - Employees who elect to apply for special assignments or seek supervisory positions are encouraged and should attend courses that will improve their skills and abilities in order to succeed in their chosen career path. Supervisors are encouraged to meet with their employees to evaluate their individual training needs in order to improve skills and abilities or to assist them in their individual career development.

7. **Remedial Training** - The need for remedial and/or additional training arises occasionally and is identified by testing or personnel evaluations. A deficiency in the knowledge, skills, and abilities of the officer or civilian is to be documented by instructors, training officers, and supervisors.
8. **Scenario Training** OMB 405

## 405.2 Training in General

- A. **Agency Orientation** - New member orientation will include at minimum, the agency's role and purpose in the community, its goals, policies and procedures, working conditions/regulations, the employee's rights and responsibilities, and the accreditation process. Orientation training will be completed within the first month of employment.
- B. **Training Programs** - Personnel will be trained according to procedures established for that respective position. Those positions not reflected below will be trained according to procedures established by the respective Division Commander and Unit Manager as it relates to job duties and responsibilities.
  1. Sworn personnel will be trained according to the Field Training and Evaluation Program as outlined in FTEP manual. Appointed Corporals and promoted Sergeants will be trained according to the Supervisor's Training Manual.
  2. Telecommunicators and Communications Section personnel will be trained in accordance with the Communications Training Officer Program, (CTO) as outlined in the CTO Training Manual.
  3. Records Specialist personnel will be trained in accordance with the Records Operating Manual.
  4. Materials Management personnel will be trained in accordance with the Property Evidence Operating Manual. Personnel will also be trained in accordance to the Policies and Procedures governing City purchasing.
  5. Crime Scene Technicians will be trained in accordance with the Crime Scene Operating Manual. Crime Scene Interns will be trained as provided in the Crime Scene Investigations Training Manual.
  6. Desk Booking Specialists will be trained in accordance with the DBS, Prisoner Care and the FTEP Training Manual.
  7. Volunteer Citizens Observers Program (VCOPS) will be trained according to VCOP. VCOPs will receive specific training in accordance with their assignment.
  8. Police Explorers will be trained according to.
  9. Training Coordinator will be trained in accordance with the Operating Manual, Florida State Statute, Florida Administrative Rules and.
  10. Background Investigator will be trained in accordance with the Operating Manual, Florida Statute, Florida Administrative Rules and.
  11. Program Specialist will be trained in accordance with Policies and Procedures governing the financial processes for the City and.

12. The Crime Analyst will be trained in accordance with current crime analysis,.
13. Victim Advocates will be trained according to programs governing victim advocacy, and.
14. School Crossing Guards will be trained as outlined in.

### 405.3 Remedial Training

- A. Remedial training of an employee will take place when a specific deficiency has been identified by testing and/or evaluation during in-service training, performance evaluation process, or errors of performance in a specific noted area. Remedial training will be broken down to two different criteria:
  1. **Critical tasks:** Hi liability topics including but not limited to Firearms, EVOG, etc.
  2. **Non-critical tasks:** Report writing, geography, etc.
- B. The needed remedial training may be noted by Staff members, training officers, training staff, and/or through staff inspections. If the deficiency is that of an operational nature, the remedial need will be accomplished by the individual's supervisory chain-of-command. If the remedial need is of an administrative or technical nature, a member of the Training Unit will plan, administer and document training. Records of remedial training will be maintained by the Training Unit, and in the members training file.
  1. The training officer facilitating the remedial training will complete a Remedial Training Memorandum which will be presented to the member receiving the remediation prior to the training taking place.
  2. The member will sign, in acknowledgment, of the remedial training and can make a written response on the memorandum.
  3. The Training Unit Sergeant will complete a memo to the Chief of Police explaining the outcome of the remediation along with the Remedial Training Memorandum via the Training Unit's Chain of Command.
  4. Once signed, ll remediation documentation will be maintained in the member's training file.
- C. The timetable for remedial training will be based on whether the training needed is a critical task, (e.g. firearms qualification, emergency vehicle operations), or non-critical task, (e.g. report writing), and whether or not the employee has completed his/her probationary period.
  1. **Critical tasks:** Remedial training on high liability topics will begin immediately, or as soon as feasible, and before the employee is expected to perform duties requiring proficiency in said tasks.
  2. **Non-critical tasks:** Remedial training will begin within 30 days, or as soon as courses/training sessions on said tasks become available, and no later than three months.
- D. All members assigned to remedial training will participate. Failure to do so will result in disciplinary action up to, and including, dismissal.
- E. All members who fail to qualify with an Agency authorized weapon will be assigned to the Training Unit for remedial training and will not return to their regular duty assignment until qualification requirements are met. Sworn officers and DBS II who fail to qualify with their duty

firearm will be assigned to the Training Unit for remedial training and will not be allowed to return to their normal duty assignment until qualification requirements are met.

#### 405.4 Attendance and Documentation

- A. **Employees will be held accountable for attending scheduled training.** An employee who misses any part of mandatory training, (Agency, State or federally mandated), will be required to retake it. Failure to attend mandatory retraining within the defined training cycle may result in reassignment of duties and disciplinary action, ranging from a written reprimand to termination.
- B. **Employees must report all absences from training and the reason to their supervisor.** Absence from training must be approved by the employee's supervisor and reported to the Training Unit. Supervisors will attempt to reschedule their employees to missed In-service training through the Training Unit. Unexplained absences may result in disciplinary action.
- C. The Training Coordinator must be notified immediately of a cancellation or anticipated absence of outside training.
- D. Training Records will be maintained in accordance with the **OMA 405**. The Training Unit will maintain a record for each in-service training class conducted, to include:
1. Name or Title of Course
  2. Course content
  3. Name of entity hosting the training
  4. Date training occurred
  5. Number of hours of the course
  6. Course outline
  7. Copy of class rosters or sign in sheets
  8. Performance of individual participants, if applicable
  9. Name of the instructor(s)
  10. Letters or memoranda, if applicable
  11. Certificates of completion, if applicable
- E. **Lesson Plans** for training courses administered by the Agency will include the following elements:
1. Statement of student performance objectives
  2. Training content
  3. Appropriate instructional techniques
  4. Proper lesson plan format
  5. Approval by the Training Unit Lieutenant, or Chief of Police if a high liability topic
  6. Identification of tests, if used

- F. Lesson plans are to be submitted to the Training Sergeant no less than 10 calendar days prior to the scheduled training for review and approval.
- G. The Training Unit is the official repository for training records, including those of specialty units or teams. Specialty Team Unit Commanders of: SWAT, URT, CNT, K-9, Traffic and the Volunteer Program are responsible for forwarding all records of team training to the Training Unit, each month. Team training records will include those elements addressed in 4(a) through 4(k) above.
- H. It is realized that actual training may not be the training that had been projected. Inclement weather or instructor availability may cause training to be rescheduled, changed or cancelled. It is critical that training records document the "actual" training that was conducted.
- I. Any other Unit within the Agency conducting training will also forward like training documentation to the Training Unit. Any incomplete information will be returned to the respective unit or team for corrective action to ensure compliance with these objectives.

### 405.5 Conduct

Employees engaged in training activities approved by the Agency will be considered on-duty and will conduct themselves in accordance with Agency standards of conduct.

- A. **Training Classroom Conduct** - The following rules apply to all members attending training activities:
  - 1. Members are prohibited from eating or drinking while engaged in training activities, unless specifically authorized by the instructor.
  - 2. The use of any tobacco products, in any form, is prohibited within the Agency training room.
  - 3. Members will place all electronic communication devices into a silent mode and will refrain from using such devices.
  - 4. In-service instructors and supervisors will take appropriate actions necessary to ensure compliance with Agency standards of conduct.
- B. **Dress Code** - Members will attend in-service training activities in their training apparel as directed by the Training Unit.
- C. Members attending activities offered by other agencies or institutions will ascertain and comply with the dress attire authorized for the course.

### 405.6 Department Required Training

- A. **Department Required Training** - Agency Staff will establish within this policy training topics that are deemed required each year. This policy will establish the training topic, number of hours dedicated to each topic, or proficiency requirements, and identify what positions will be required to attend. This will be based upon both position assignments and rank. This policy should be reviewed each year as annual training projections are being developed.
  - 1. **Use of Force** - Refresher training will be conducted on the Agency's Use of Force policy as part of the annual firearms, less lethal and defensive tactics training. Legal updates will also be included, if applicable.

2. **Firearms annual daylight conditions** - All sworn, and Desk Booking Specialist II members are required to demonstrate their proficiency in the use of firearms annually. Failure to qualify with the Agency's issued firearm will result in additional training by an Agency FDLE certified firearms instructor. If the officer fails to qualify after remedial training, disciplinary action may occur up to and including dismissal. A report will be made to the Chief of Police.
  3. **Secondary Firearm** - Officers and DBS II are required to demonstrate proficiency in the use of their secondary firearm, (back up), annually. Failure to do so will result in additional training by an Agency FDLE certified firearms instructor. If the member fails to qualify after remedial training, they will not be allowed to carry that weapon. A report will be made to the Chief of Police.
  4. **Long gun** - Failure to qualify annually with the Agency-approved rifle and/or shotgun will prohibit its use. A report will be made to the Chief of Police.
  5. **Issued Non-Lethal Weapons** - All sworn and Desk Booking II personnel issued Less Lethal Weapons: baton, chemical agent, less lethal munitions, and Taser, will be required to demonstrate proficiency with all items with exceptions of chemical weapons and the Taser. The proficiency testing and remedial instruction will be conducted on an annual basis. If the individual fails to meet the minimum standard, a report will be made to the Chief of Police.
  6. **Defensive Tactics** - Proficiency training will be provided annually for sworn first responder uniformed officers and Desk Booking Specialists. This training is to include the Use of Force Policy and written test.
  7. **Precision/Basic and Pursuit Driving, (EVOC)** - Proficiency requirements are to be demonstrated, biennially. All sworn first responder uniformed officers who are assigned marked patrol units are required to participate. This training will include review of the Agency's pursuit policy and stop stick training.
  8. **Hazardous Materials, Blood borne Pathogen and Right-to-Know** - refresher training will be conducted **biennially**. All "at risk" employees are required to participate, as defined in **OMA 415**, including those who are certified as well as those members assigned to MMU and CST.
  9. **CPR/A.E.D.** - (Defibrillator) training will be conducted on a biennial basis. All sworn personnel and Desk Booking Specialists are required to meet proficiency requirements.
  10. **First Aid** - Training will be given to all sworn first responder uniformed officers and Desk Booking Specialists on a biennial basis. Proficiency in this area will be demonstrated.
- B. **State Mandatory Retraining** - The Agency will ensure certified personnel receive training in those areas of instruction deemed mandatory by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Committee. Refer to Florida Administrative Codes, Rule 11B-27 and FSS 943.
1. State mandatory retraining for full time and part-time law enforcement or correctional members will successfully complete 40 hours, every four years of continuing training or education. This training will be job-related and consistent with the needs of the Agency. The Commission requires this training include Human Diversity; Domestic Violence; Juvenile



Sexual Offender; Discriminatory Traffic Profiling or Safe and Legal Traffic Stops and Use of Force.

2. As part of Florida's Domestic Security Initiative and at the direction of State Domestic Security Work Group, the Commission approved the incorporation of Weapons of Mass Destruction, (WMD), and Incident Command Systems, (ICS), training into the Mandatory retraining requirements for all certified law enforcement officers. This is a one-time requirement. There is no hour requirement for the WMD or ICS training.
3. All certified, communications and other "essential" emergency personnel are required to complete the National Incident Management System, (NIMS), awareness course, IS 700 as promulgated by the Homeland Security Presidential Directive/Hspd-8, subject: National Preparedness. Compliance is to be fulfilled based on scheduled mandates.
4. The Agency will be responsible for reporting this training through FDLE's Automated Training Management System, (ATMS2).
5. Agency members will receive annual training and/or operational exercises of situations of an emergency nature that result from disasters, civil disturbances, and civil defense emergencies.
6. This training will be documented and made a part of the training records as well as the individual's training records.

### **C. Training Program Testing**

1. Competency-based testing will be used on select in-service training courses. Skills which can be demonstrated will be graded utilizing a Pass/Fail scoring.
2. All written examinations covering high liability subject matter will be scored using the Pass/Fail method of scoring. All other tests administered will be scored with an 80% as the passing score.
3. An employee will retest until they have successfully passed the respective test and the scoring parameters established for said test (subject matter).
4. Assessment Center testing may be used with the approval of the Chief of Police.

## **405.7 Outside Training**

- A. Outside Training is considered secondary training to Agency and Statutory Mandatory Training requirements. Members that become deficient or late in completing Agency required training will not be approved to attend advanced training, except for the benefit of the Agency and as determined by the Division Commander.
- B. A Division Commander may authorize the expenditure of funds for training that is recommended for an employee by a Division Commander which is considered necessary, but not mandatory, to assist the employee in meeting the mission of the Department and/or to improve the employee's specific skills or general performance.
  1. Expenses for travel or per diem will be as specified in City Policy and Procedures and in the Agency's Training Operating Manual.

2. Travel Reimbursement - Employees wishing to attend a school or conference must complete a school request form as outlined on the document and submit the same through the chain of command to the Training Unit secretary.
- C. A Division Commander may authorize training not involving the expenditure of funds recommended for an employee by his/her supervisor which is considered necessary, but not mandatory, to assist the employee in meeting the mission of the Agency and/or to improve the employee's specific skills or general performance.
- D. An employee who is approved and scheduled to attend Outside Training and who must withdraw their registration will notify the Training Coordinator by email as soon as possible, stating the reason for the withdrawal. The employee's Division Commander, or supervisor, may recommend another employee to attend, if substitution is allowed.
- E. Specialized Training is designed to enhance the knowledge, skills, and abilities in the particular specialized field based on Job Descriptions and special task assignments. The following certified positions require specialized training in outside training classes:
1. Executive level management.
  2. Supervisory level personnel.
  3. Special Weapons and Tactics Team.
  4. Crisis Negotiation Team Members.
  5. K-9 Officer.
  6. Field Training Officer.
  7. Detective.
  8. School Resource Officer.
  9. Traffic Officer.
  10. CRU Officer.
  11. Armorer.
  12. Instructor.
  13. Underwater Recovery Team Member.
  14. Breath Test Operator.
  15. Agency Inspector.
  16. Training Officer.
- F. Specialized Training for Civilian Personnel - Training required prior to and subsequent to assuming respective job responsibilities based on Job Descriptions.
1. Supervisory level personnel.
  2. Communications Training Officer.
  3. Instructor.
  4. Background Investigator.

5. Training Coordinator.
6. Crime Analyst.
7. Material Management, (Property and Evidence).
8. Volunteer Citizens on Patrol, (VCOPs), and other volunteers.
9. Crime Scene Technician.

G. **Scheduled Specialized Training** - This level of training should commence within ninety days of the individual's assignment to the specialized field. The type and length of training will be at the discretion of the immediate supervision or management.

H. In addition to developing specialized skills, personnel assigned to specialized positions will be made aware of the administrative requirements and relationship of their position with other parts of the Agency.

### **405.8 Salary Incentive**

- A. Section 943.13FSS ([www.fdle.state.fl.us](http://www.fdle.state.fl.us)) establishes the requirements of salary incentive payments for officers to continue their professional development. All full time certified law enforcement and correctional personnel are eligible for salary incentive payments.
- B. Certified officers are allowed to receive maximum salary incentive payments for \$130.00 each month for completion of Commission-approved Advanced, Specialized, and Career Development Training Courses, and education training. Funding salary incentive payments is the responsibility of the employing agency. Refer to the CJSTC Policies and Procedures Manual, Salary Incentive Section.
- C. A copy of the FDLE Advanced Training Certificate is to be sent to the Training Secretary for subsequent processing of salary incentive monies upon the completion of an Advanced Training Program.
- D. When seeking Higher Education Salary Incentive, the officer must submit a copy of the Degree Certificate along with an official college transcript to the Training Coordinator for subsequent processing.

### **405.9 Responsibilities**

- A. The Chief of Police is responsible for the following:
  1. Approving In-Service Training Plan submitted by the Training Unit Staff.
  2. Ensuring Agency compliance is met for state accreditation and Agency mandates.
- B. Division Commanders are responsible for the following:
  1. Approving of Division training and expenditure of training funds when necessary.
  2. Submitting Division training needs, goals, and objectives to the Chief of Police based on analysis and input from supervisory staff. This includes preparing training budgets for specialty and/or position training, certifications, and input/review on In-service training plans.
- C. Section Commanders, (Lieutenants and Managers), are responsible for:

1. Conducting training needs analysis with subordinates in the course of the annual performance evaluation.
2. Scheduling employees for training according to the needs analysis, the training progression for each employee's position/rank assignment, and the availability of training resources.
3. Providing input to the Division Commander and Training Staff regarding section/squad/unit training needs.
4. Ensuring employees attend scheduled training.
5. Providing training documentation to the Training Unit following each team or unit training session under their supervision.

D. The Training Unit is responsible for:

1. Maintaining all lesson plans and instructor certifications / qualifications. Refer to Training Operating Manual.
2. Instructor development to provide qualified In-service Instructors.
3. Scheduling of instructors and times for in-service training.
4. Submitting in-service training plans designed to meet identified training needs.
5. Making necessary arrangements for employees to attend outside training, to include class and lodging reservations, transportation, preparing travel expense voucher, and per diem check request.
6. Issuing certificates of completion, when applicable.
7. Filing of lesson plans, attendance sheets and other paperwork necessary to document in-service, Agency required training information.
8. Ensuring all training records for each member is entered into the training database.
9. Receiving and disseminating information regarding training resources for general and specialty training classes.
10. Reviewing training curricula to ensure compliance with State mandates and Agency General Orders.
11. Ensuring compliance with FDLE pertaining to Salary Incentive, Mandatory Retraining and Certification to include Instructor, Breath Test Operator, and Agency Inspector.
12. Ensuring compliance with FDLE pertaining to the certification and registration of part-time and full time certified personnel.
13. Providing annual report on mandatory retraining status to the Division Commanders, as well as notifications when an employee is not yet in compliance within 180 days of the mandatory retraining date.

E. Instructors are responsible for the following:

1. Submitting and updating lesson plans and training courses.
2. Achieving and maintaining FDLE Instructor certification in general, and specialty fields as applicable to the instructor's area of expertise.

3. Making prior arrangements with the Training Unit for needed handouts, training and visual aids, etc.
  4. Submitting lesson plans as approved by the lead instructor and submitted to the Training Unit for filing.
  5. Completion of attendance sheets for the class and forwarding the sheets to the Training Unit within 30 days of class completion.
  6. Maintaining a positive learning environment through proper planning, organization, and control of the class.
  7. Maintaining and updating their instructor file as required by FDLE mandate.
  8. Ensuring the requirements of this directive and related directives, orders or instructions from the Training Unit are followed.
- F. Employees are responsible for the following:
1. Ensuring their own compliance with mandatory retraining requirements and maintaining current certification in specialty areas: Instructors, Breath Test Operator, Agency Inspector Officer, FCIC Certification, Local Agency Instructor, as well as other certifications as applicable.
  2. Attendance at scheduled training, on time, and with all required equipment and materials.
  3. Active participation in training, satisfactory conduct, and satisfactory performance of training objectives.
  4. Completion of required training course paperwork, including attendance sheets, class assignments and course critiques.
  5. Completion of the travel expense worksheet and submission of required receipts within five days of return to duty from advanced or outside training.
  6. Forwarding copies of certificates of completion to the Training Unit.
  7. Notification of supervisors and the Training Unit of unsuccessful completion of a class.

#### **405.10 Selection of Instructors**

- A. In-service instruction will be accomplished using employee instructors whenever possible.
- B. Employees interested in instruction are to submit a memo through their supervisor to the Lead Instructor in the discipline. Employees are expected to provide appropriate documentation to support their appointment. Appointment will be determined by Lead Instructors and endorsed by the Training Sergeant. If no Lead Instructors exist on the topic of coverage, a memo will be submitted directly to the employee's Division Commander and Training Sergeant for endorsement.
- C. Senior Staff will appoint Lead Instructors in high liability topics and other areas as deemed appropriate to meet operational objectives. Selection will be based on training in the area of expertise and/or practical experience in the discipline and overall employee performance.
- D. Instructors training sworn officers will obtain FDLE certification providing them with the skills, knowledge and abilities to teach the course for which they obtained their certification. Agency

instructors teaching CJSTC high liability topics will, at a minimum, meet CJSTC requirements for high liability instructors, except for completing the internship requirement and being affiliated with a training school. Personnel who have previous instructor or practical experience in the training topic may be utilized at the discretion of Lead Instructors and only under instructor supervision.

- E. Instructors of non-sworn personnel should seek FDLE certification, but must maintain that level of subject knowledge necessary to teach non-sworn personnel.
- F. Outside Instructors - When necessary and appropriate, instructors who are not employed by the Agency may be utilized.
  - 1. Outside instructors will be selected based upon review of their skills, knowledge, ability and educational credentials. They must provide supporting documentation that they possess equivalent skills, knowledge, abilities, and criteria required of in-house instructors as outlined above.
  - 2. Outside instructors must provide the anticipated expenses of the program/course, prior to Training Unit approval for instructors.
  - 3. Outside instructors will provide documentation of course content and copies of all handouts to be used in the course.
  - 4. The information and program will be submitted to the Support Services Division Commander and/or the Chief of Police for final approval.
  - 5. Outside instructors will be evaluated, in writing, by students attending the course.