

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 12/13/17
Chief of Police: 	Training Instructors, 33.3	
Cross Reference:		Policy Sections: 33.3.1 Training Instructors

PURPOSE

The purpose of this policy is to establish guidelines for instructors who provide training for the Elgin Police Department.

POLICY STATEMENT

It is the policy of the Elgin Police Department to ensure all employees utilized as training instructors receive the necessary training to effectively teach on a particular topic.

PROCEDURES

33.3.1 TRAINING INSTRUCTORS

- A. Upon assignment to the position of training officer, the employee shall be trained on the below topics, but is not limited to:
 1. Lesson plan development
 2. Performance objective development
 3. Instructional techniques
 4. Testing and evaluation techniques
 5. Resource availability and use
- B. The training officer shall ensure employees who provide supplemental training are trained and have demonstrated an understanding of the training material. This may entail completion of a training class, such as "train the trainer," on a particular topic, certification, or acquired on the job knowledge.
- C. In those cases where certification is required of any instructor by any agency, instructors utilized by the department shall be required to successfully complete the certification prior to conducting the training.