



<b>WRITTEN DIRECTIVE</b>	No. PD15-0301	Page: 1 of 6
Subject:  TRAINING: ORGANIZATION AND ADMINISTRATION	Effective Date:	12-09-15
	Supersedes/ Amends:	PD12-0301
	Reference:	33.1.6,33.1.7,33.3.1,33.4.3



## I. Purpose

The purpose of this directive is to establish objectives, procedures and responsibilities for all training programs provided for employees of the Lynchburg Police Department.

## II. Policy

It shall be the policy of the Lynchburg Police Department to equitably provide relevant training to all department employees.

## III. Procedure

### A. GENERAL

1. The training goals of the department will be to:
  - a. provide career development for employees
  - b. meet mandatory state and in-service training requirements
  - c. improve police/community relations
  - d. provide for accomplishment of departmental goals
  - e. encourage employee professional growth
  - f. provide specialized training.
2. The department will provide instructors for sessions sponsored by other criminal justice agencies:
  - a. upon request, and
  - b. as suitably trained department instructors are available, and
  - c. with supervisory approval.

B. PERSONNEL AND TRAINING UNIT RESPONSIBILITIES

1. The Personnel and Training Unit Lieutenant will be responsible for providing any needed assistance with intra-departmental training programs, to include:
    - a. uniform department-wide training
    - b. division/unit specific training
  2. Specific duties of the Personnel and Training Unit will include:
    - a. overseeing the development of lesson plans for department-wide training programs if needed.
      - 1) Lesson plans will identify:
        - a) a statement of objectives
        - b) the content of training and instructional technique
        - c) type of testing administered (if any)
      - b. coordinating and monitoring department training programs, to ensure that each employee receives:
        - 1) required in-service training
        - 2) notification of available training programs/career development opportunities
        - 3) updated information regarding:
          - a) employee security, safety and legal responsibilities, etc.
          - b) other related training that may benefit the employee or agency
- 33.1.4.C**
- 33.1.6**
- c. maintaining and updating employee training program attendance records
  - d. evaluating training programs
  - e. ensuring that employees are supplied with the materials necessary for completion of approved training assignments
  - f. in cases of training held outside the immediate area, providing employees with funds, if necessary, for reasonable expenses incurred, to include, but not be limited to:
    - 1) transportation

- 2) meals
- 3) lodging
- 4) registration
- g. conducting a biennial departmental training survey.
  - 1) Such survey will be:
    - a) for purposes of feedback collection and training program evaluation and
    - b) completed and submitted to the Special Operations Captain by January 31 of the designated year.
  - 2) Each employee will be provided a questionnaire to evaluate the training and training opportunities experienced since the last survey.

C. INSTRUCTOR DEVELOPMENT

- 1. Employees designated as department instructors will:
  - a. have successfully completed a DCJS sanctioned General Instructor Course
  - b. possess the necessary skills in that particular area of instruction
- 2. The General Instructor Course will cover the following topics:
  - a. lesson plan development
  - b. development of performance objectives
  - c. principles of learning
  - d. testing and evaluation
  - e. methods of instruction
  - f. training needs
  - g. audiovisual materials
  - h. availability of research resources.
- 3. Course instructors from outside the department:

33.3.1 A

33.3.1 B

33.3.1 D

33.3.1 C

33.3.1 E

- 33.1.4 C
- a. must be approved by the Personnel and Training Unit Lieutenant or by a Roll Call Training Officer
  - b. will not be required to be sworn officers
  - c. must submit lesson plans to the Personnel and Training Unit Lieutenant or Roll Call Training Officer for review prior to instructing any course.

D. INSTRUCTOR SELECTION

- 1. Employees will serve as instructors on a part-time basis, with individual length of service as an instructor determined by:
  - a. the employee's desire to instruct
  - b. needs of the department
  - c. evaluations received on the employee's abilities as an instructor.
- 2. Selection and supervision of Roll Call Training Officers:
  - a. A Roll Call Training Officer(s) may be designated for each unit within each bureau.
  - b. Division Captains will select each Roll Call Training Officer using selection criteria to include, but not be limited to, the following:
    - 1) experience
    - 2) communication skills
    - 3) knowledge
    - 4) demonstrated abilities
    - 5) approval by the appropriate bureau commander.

E. WRITTEN TESTING FOR OFFICERS

- 1. Written testing may be implemented as part of uniform department-wide training programs.
  - a. If implemented, such testing will be utilized as a means of documenting officer training in specific topics of concern.
  - b. Such testing will be implemented as deemed necessary by the Chief of Police.

2. Written tests to evaluate officer knowledge in department-wide training programs:
  - a. will be related to the topic covered or instructed
  - b. may be administered by a designated instructor or by a Roll Call Training Officer
  - c. may be administered through the department's eSign program.

F. TRAINING FILES AND RECORDS

33.1.6

1. The Personnel and Training Unit Lieutenant will maintain an employee training record for each employee.
2. The employee training record will document:
  - a. training programs attended by the employee to include, but not be limited to:
    - 1) state mandated in-service training
    - 2) specialized training
    - 3) advanced training
  - b. information regarding employee attendance at each training program, to include:
    - 1) inclusive dates of training
    - 2) specific subject matter covered
    - 3) the employee's attendance record
    - 4) test scores, if applicable.

33.1.7 A

33.1.7 B

33.1.7 C

3. The Personnel and Training Unit will be notified in a timely manner of all training attended by department personnel to ensure proper DCJS mandates are met and to document the training in the PISTOL training module.
4. A training programs record will also be maintained by the Personnel and Training Unit Lieutenant as a means of monitoring internal training sessions.

33.1.7 A

- a. The training programs record will document for each training program:
  - 1) course content (lesson plans)

33.1.7 B

2) employees attending

3) dates attended

33.1.7 C

4) performance of employees attending, as measured by testing, if administered.

b. The training programs record will be utilized as a means of training program review and evaluation.

5. Department training records may be released when:

a. requested by the employee

b. ordered by the court

c. authorized by the Chief of Police.

*Original Signed*

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Raul M. Diaz  
Chief of Police

December 9, 2015

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Date