

TRAINING/SEMINARS

Directive: 6.46

This Directive sets *forth* procedures for all personnel to follow *when* reporting *to* training. These procedures are designed not only to help evaluate the training being offered to our personnel, but to help identify officers who have developed special skills needed by the Department of Police.

A. Training Provided by Outside Agencies

These procedures will be followed in connection with training received from agencies outside the Department of Police, such as the University of Delaware, the Delaware State Police Training Academy, the Federal Bureau of Investigation, etc.

Officers selected to attend these training programs will be notified by memorandum. This memorandum will inform the officer of the date, times, and location of the training, as well as any special instructions. In addition, the officer will receive a blank "Training Evaluation Form" which will be used to report on the training received.

Upon returning to duty following the completion of training, the officer will submit the completed Training Evaluation Form, along with a photocopy of any certificate or diploma received, to the Personnel and Planning Division. In addition, the Commanding Officer of the *Human Resources Division* may require the officer to prepare and submit a lesson plan on the subject matter covered, for use in the future in-service training programs.

B. In-Service Training

The evaluation of in-service training, that training provided within the Department of Police, will be coordinated by the *Training Officer*, who will provide a sheet to each in-service training instructor on which to record the names of officers attending training. The completion of training evaluation forms will be required only when specifically requested by the *Human Resources Division*.