



# SACRAMENTO POLICE DEPARTMENT

## GENERAL ORDERS



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### 260.02 DEPARTMENT TRAINING 04-07-06

#### **PURPOSE**

The purpose of this order is to establish the procedure to be followed when conducting intra-Department training and for maintaining adequate records of all courses presented to employees within the Department.

#### **POLICY**

It shall be the policy of the Sacramento Police Department that all training provided by the Department and received by each employee shall be properly recorded.

#### **PROCEDURE**

##### **A. LESSON PLANS**

1. All training shall be done from lesson plans reviewed and approved by the Lieutenant, Training Section or the office chief of the office concerned. A copy of the approved lesson plan shall be routed to the Captain, Personnel Services Division.
2. Purchase of training materials may be authorized by the Captain, Personnel Services Division. Instructors may consult the In-Service Training Sergeant, Training Section, regarding the purchase of training materials.
3. Ninety days prior to instruction, the assigned instructor shall submit a lesson plan to the Lieutenant, Training Section, if circumstances allow. The lesson plan shall include:
  - a. a course outline, including:
    - (1) the course description.
    - (2) estimated length of course (hours).
    - (3) the date(s), place(s), and time(s) of instruction.
    - (4) training aids.
    - (5) teaching methodology (e.g., lecture, role playing, simulation, etc.).
  - b. an hourly distribution of topics.
  - c. a POST resume for the instructor.
  - d. a POST three point outline (examples available from CPT coordinator).
4. The Training Section shall assign a course control number to the lesson plan.
  - a. The original lesson plan shall be retained by the Training Section.
  - b. A copy shall be returned to the division commander responsible for conducting the course.
5. Lesson Plan Numbering System
  - a. The following codes shall identify which office has responsibility for a particular lesson plan:
    - (1) OTS - Office of Technical Services
    - (2) OOC - Office of the Chief
    - (3) OOO - Office of Operations
    - (4) OOI - Office of Investigations
  - b. Example: 05-OTS-LP-2
    - 05 - Year issued
    - OTS - Office of Technical Services
    - LP - Lesson Plan
    - 2 - Second approved Lesson Plan

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**B. COMPLETION DOCUMENTS**

1. At the completion of the course or exercise, the instructor shall submit a copy of the [SPD 139 \(Course Completion Form\)](#) to the In-Service Training Unit for inclusion in the employee's training record.
2. An [SPD 072 \(Training Evaluation Form\)](#) shall be completed by the trainee and routed to the In-Service Training Unit.
3. Copies of training evaluation forms shall be made available to instructors.