
	<b>GAITHERSBURG POLICE DEPARTMENT</b>		
	<b>Lesson Plans and Class Records</b>		
	<b>GENERAL ORDER</b>	<b>402.1</b>	
<b>Effective Date</b>	<b>06/23/2016</b>	<b>33.1.4, 33.1.7, 82.1.1</b>	
<b>Authorized by:</b>	<b>Mark P. Sroka</b> CHIEF OF POLICE	SIGNATURE <i>Mark Sroka</i>	DATE <b>06/23/2016</b>

**I. DEPARTMENT POLICY**

It is the policy of the Department to require lesson plans for all training courses that it conducts or sponsors. Lesson plans are nothing more than flexible outlines describing what is to be covered in a particular course and how it will be covered.

Although each and every training course taught or sponsored by the Department may be different, the format for each lesson plan is the same.

The designated Training Coordinator ensures that all training requirements are met and acts as a liaison with the Maryland Police Training Commission.

The Training Coordinator ensures proper maintenance of training records, in conjunction with MPCTC records. The MPCTC Skills Manager data base is maintained by the Training Coordinator.

**II. LESSON PLAN CONTENTS**

**A. Guidelines and Format for Lesson Plan Development**

1. Each training course is accompanied by a lesson plan, which includes a general description of the topic to be addressed.
2. The designated Training Coordinator ensures the provision of blank lesson plan outlines to instructors that need them.
3. The format for lesson plans consists of, and may not be limited to the following:
  - a. The subject's title;
  - b. Performance objectives;
  - c. The length of the course;
  - d. The method by which the course will be taught (i.e., lecture, hands-on, video, role play);
  - e. Training/visual aids required;

- f. Identification of the facility that will be used for the instruction;
- g. The types of student materials, if any;
- h. The name(s) of the instructor(s); and
- i. Material to be covered.

**B. Performance Objectives**

- 1. Each lesson plan contains a statement of clearly-defined performance and job-related objectives, the purpose for which is to:
  - a. Aid the instructor in covering the material; and
  - b. Inform students what is expected of them and what they can expect from the course.
- 2. The performance and job-related objectives shall be attainable by students.

**C. Content of the Training and Instructional Techniques**

- 1. In outline form, lesson plans will have the content of the training and will specify the instructional techniques that the instructor intends to utilize in order to sufficiently cover the material described therein.
- 2. Maryland Police and Correctional Training Commission regulations require the curricula for proposed In-Service Training programs cite:
  - a. The topics to be studied;
  - b. The time allocated to each topic; and
  - c. A brief rationale as to why, in terms of current job needs, the topic has been included in the curriculum.
- 3. Lesson plans indicate whether or not a test will be administered and, if available, a copy of the test will accompany the completed lesson plan.

**D. Lesson Plan Approval Process**

1. Completed lesson plans are submitted to the designated Training Coordinator for review, to ensure that they meet GPD and MPCTC requirements.
2. After the preliminary review, the lesson plan is forwarded to the Chief of Police for approval.
3. If the Chief of Police approves the lesson plan, it is returned to the instructor.
  - a. A copy of the lesson plan is maintained in a master file by the Accreditation Manager.
4. If the lesson plan pertains to a course that the Department wants to use toward meeting the State-mandated 18-hour In-Service Training requirement, the designated Training Coordinator will complete an MPCTC Program Approval Application, and submit it to the MPCTC for State approval.
5. If the MPCTC approves the lesson plan, the Program Approval Application will be returned bearing the MPCTC-assigned Course Approval Number.
6. Only courses/lesson plans that include a test or another means of measuring the performance of individual attendees will be approved by the MPCTC.

**III. MAINTENANCE OF CLASS RECORDS**

**A. Record Keeping**

1. The designated Training Coordinator is the Department's contact person for the Maryland Police and Correctional Training Commission.
2. Records relating to training conducted by the Department are securely stored in the Accreditation Manager's office, and include, and are not be limited to, the following:
  - a. Copies of lesson plans;
  - b. A roster/sign-in sheet bearing the names of attendees; and
  - c. The performance of attendees as measured by any written

test or practical examination that was administered.

**B. Requests for Records**

1. With the exception of lesson plans, the Department considers records pertaining to training as personnel records.
2. Persons requesting information relating to an attendee's performance or attendance, who are not affiliated with the attendee's agency, will be referred to the Chief of Police, unless the attendee authorizes the Department to release the information.