

**TITLE: CURRICULUM**

**CODIFIED:** 97.2  
**EFFECTIVE:** 07/23/04  
**RESCINDS/AMENDS:** TRAINING SOP  
**PAGES:** 3

**PURPOSE**

The purpose of this directive is to establish guidelines for the development of curricula to meet the Department’s training needs.

**DISCUSSION**

In-house training programs must be related to the tasks required, be properly documented, and have the approval of the administration so that they may provide the best training possible for Department Members. To assure the quality of the training presented, certain methods must be identified and mandated for developing in-house curricula.

**POLICY**

It shall be the policy of the Department to develop and maintain training curriculums based on tasks identified by Job Task Analysis and the needs of the Santa Fe Police Department.

**PROCEDURE**

**CURRICULUM**

**97.2.01** Training programs presented to volunteers, sworn and civilian employees will be developed and approved prior to presentation.

**97.2.02** Curriculum development shall be related to the function/job being performed. A job task analysis shall be used to insure that the curriculum teaches those tasks that are required for proper job performance.

**97.2.03** The hours of instruction assigned to fulfill specific requirements shall be adequate to the work requirement and shall be evaluated.

**PERFORMANCE OBJECTIVES**

**97.2.04** Performance objectives will be formulated to ensure that the required tasks are taught in the curriculum.

**97.2.05** Performance objectives should focus on the elements of the job task analysis for which training is needed, provide a basis for evaluating participants, provide a clear learning statement and provide a basis for evaluating the program.

**97.2.06** Performance objectives will be arranged by topic in a logical educational sequence.

**97.2.07** Examples of properly written performance objectives are:

- The student will identify the authorized uses of a firearm according to the Departmental Policies Manual to 100% accuracy;
- The student will properly Field Strip a S&W 45 caliber semiautomatic pistol within five minutes with no mistakes.

**97.2.08** Performance objectives are specific learning goals derived from the job task analysis. they are written using the following format:

- A. Identify the audience that is to receive the information. Examples are “Patrol Officer,” “Detectives.”
- B. Identify the desired behavior that this objective will address. Examples are “will disassemble and reassemble a S&W 45 cal. pistol” or “list the elements of proper interrogation.”
- C. Identify the conditions under which evaluation will take place. Examples are “Given a written examination” or “Given a practical exercise.”
- D. Identify the degree that defines acceptable levels of behavior. Examples are “within five minutes” or “to a score of not less than 75%.”

**LESSON PLANS**

**97.2.09** A lesson plan is required for each course taught. Lesson plans will include course content, references, teaching techniques (lecture, discussion, panels, seminars, debate), relationship to the job task, responsibilities of the participants for the instructed material and plans for evaluation. The format for lesson plans shall be as follows: (See Attachment A)

**A.** The cover sheet will include the following information:

- Course Name, (subject or topic)
- Lesson Name,
- Length of lesson, (hours)
- Date Prepared,
- Prepared by,
- Scope.
- A short narrative describing the rationale for the lesson, complete with the learning goals for the lesson.
- Performance objectives,
- Teaching Aids – Any training materials that an instructor needs to assemble before the class. This includes such items as projectors, videotapes, televisions, written or printed materials, handouts and demonstration materials and special classroom requirements, such as a chalkboard, large tables, etc.
- References – The source material used to draw the lesson plan will be listed here. This information is available if an instructor or student needs more information on the topic.
- Training Prerequisite – This optional area may be used if there are specific training prerequisites requiring a level of proficiency prior to enrollment in a given course.

**OUTLINE**

**97.2.10** The lesson plan will be prepared in outline form. The outline will include instructor notes, course content, use of media and other pertinent information. The outline will be written in a manner that would allow any instructor familiar with the material to

teach according to the plan. The outline will use the following format:

- A.** Introduction – The introduction should contain the purpose, objectives and the responsibilities of the participants.
- B.** Body – The body shall contain the content of the training and specification of the appropriate instructional techniques. The lesson plan shall incorporate the appropriate instructional techniques, conferences, field experiences (field trips, interviews, operation experiences and operational observations), presentations (lecture, lecture discussion, lecture demonstration), problem solving committee investigations and simulations.
- C.** Review – The review shall contain a synopsis of the course, directed toward significant subject matter.

**MANAGEMENT**

**97.2.11** The Training and Recruiting Unit will maintain records on each curriculum developed by the Department and used within the Department.

**97.2.12** The Training and Recruiting Unit will conduct periodic review of training programs and ensure material is updated when necessary.

**97.2.13** Lesson plans will be drawn from and include topically arranged performance objectives. Existing lesson plans from other sources may be substituted for Department originated lesson plans if they are found to meet or exceed the provisions of the required performance objectives.

**97.2.14** Lesson plans that are used, regardless of origin, must be maintained within the Training and Recruiting Unit and are subject to internal procedures for inspection of documentation.

**97.1.15** After a lesson plan is completed and field tested, it is to be forwarded to the Support Services Division Commander for administrative approval.

**TESTING**

**97.2.16** Written testing or the appropriate practical exercise testing must accompany all in-house training. A minimum score of 75% of 100% for

written testing, and a “pass” score on practical exercise tests are required to successfully complete the course. All written test materials will include a grading key in the curriculum development file. All practical exercise tests will include a listing of evaluation guidelines in the curriculum development file.

**97.2.17** Copies of all test materials, to include written tests, test keys, practical exercise scenarios, and evaluation and guidelines will be maintained by the Training and Recruiting Unit Commander, or his/her designee, in a separate file from course and lesson plan files.

**97.2.18** Test materials will be kept under lock and key at all times and permission for access granted only by the Training and Recruiting Unit Commander.

DRAFTED(adp)/04-01

APPROVED:   
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