

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE March 1, 2007	NUMBER 1103
SUBJECT Lesson Plan(s) Requirements		
REVISED		
REFERENCE SCLEA 11.1.3	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 2

A. Purpose

To provide guidelines for lesson plans for all training courses conducted by the City of Anderson Police Department

B. Policy

Lesson plans will be developed for all department in-service training courses.

C. Procedures

1. Lesson plans for City of Anderson Police Department training courses will include the following (SCLEA 11.1.3):
 - a. Guidelines and format for lesson plans will be the same as that used by the South Carolina Criminal Justice Academy for training programs. (SCLEA 11.1.3, b-1)
 - b. The lesson plan(s) will include references, teaching techniques (lecture, group discussion, panel, debate), relationships to job tasks, responsibilities of the participants for the material taught, and plans for the evaluation of the participants.

- c. A statement of performance and job-related objectives. (SCLEA 11.1.3, b-2)
- d. Content of training and specification of appropriate instructional techniques. (SCLEA 11.1.3, b-3)
- e. The Training Coordinator will be responsible for sending all lesson plans to the South Carolina Criminal Justice Academy, annually, for review and approval. This will ensure that lesson plans are consistent with departmental guidelines, policy and state requirements. (SCLEA 11.1.3, b-4)
 - (1) Exception
 - (a) In the event that the SCCJA, state educational standards, regulations, laws or other criteria dictate a review and approval period other than annually, the lesson plans will be sent at the appropriate interval, without necessitating an update of this general order.
 - (b) If the SCCJA requires and/or endorses a review and approval process other than actually "sending" the lesson plans in hard copy format, the City of Anderson Police Department will comply by sending the appropriate materials and/or corresponding and/or consulting with the SCCJA concerning the affected lesson plans in the authorized manner.
- f. The lesson plan will identify any test(s) to be used in the training course. (SCLEA 11.1.3, b-5)

By order of:



Martin D. Brown, Chief of Police

2-9-2007
Date