



## **General Order 33.3 - Training**

**PURPOSE:** Describe the skills, knowledge, and abilities of training; instructor tenure; instructors; and outside agency instructors.

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ISSUED BY : Sheriff Jeffrey T. Easter

REVIEWED BY: Standard Review Committee

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### **33.3.1 SKILLS, KNOWLEDGE, AND ABILITIES OF TRAINING INSTRUCTORS**

A. The Sedgwick County Sheriff's Office recognizes that the selection and use of quality instructors is critical to the operation of a successful training program.

1. Personnel selected to provide training must demonstrate knowledge in teaching theories, methods, and practices, in addition to knowledge of law enforcement.
2. The selection of personnel to provide training may be based upon any of the following requirements:
  - a. Minimum of at least four (4) years as a full-time law enforcement deputy;
  - b. Recognition as a law enforcement instructor either from the Kansas Law Enforcement Training Center or other competent authority;

- c. Knowledge of the subject matter to be taught, either through experience, formal classroom training or a combination thereof; and
- d. Personnel selected to teach in-service training will have the approval of the training director or his/her designee.

### **33.3.2 INSTRUCTOR TENURE**

- A. Staff are assigned to the training section pursuant to special orders issued by the sheriff or other recognized authority. Assignment duration to the training section will be at the discretion of the sheriff.
- B. Other employees who are used as instructors in training programs because of their knowledge or expertise in particular areas are normally used on an "as needed" basis. These individuals are registered through the Kansas Law Enforcement Training Center as instructors in their various areas of specialty.
- C. Instructor registration as mentioned in item B must remain current for a period of three years (3), with updating of this registration required after this period.

### **33.3.3 INSTRUCTORS, FULL-TIME**

- A. Employees assigned to the training section as full-time instructors should receive specialized training upon assignment.
- B. If provided, such training should be designed so that the curriculum includes, at a minimum, instruction in:
  - 1. Lesson plan development;
  - 2. Performance objective development;
  - 3. Instructional techniques;
  - 4. Learning theory;
  - 5. Testing and evaluation techniques; and
  - 6. Resource availability and use.

### **33.3.4 OUTSIDE AGENCY INSTRUCTORS**

- A. The Sedgwick County Sheriff's Office recognizes the fact that outside agencies can be the source for quality instruction. These agencies can include, but are not limited to:
  - 1. Other law enforcement agencies;
  - 2. Colleges and universities;
  - 3. Other public agencies; and
  - 4. Private businesses.
- B. Instructors from other agencies shall be selected based upon training needs of the department and the instructor's expertise, experience, training, and ability to provide quality instruction.

1. Under normal circumstances, it shall be the responsibility of the training staff to contact these instructors and arrange for needed training sessions.
- C. Direct compensation for instructors is not a budgeted item and is, for the most part, not provided.
1. In unusual or extraordinary cases, it may be possible to provide some compensation, but in all cases this must be approved in advance by the department administration.
- D. The Sedgwick County Sheriff's Office will provide outside instructors at the Wichita/Sedgwick County Law Enforcement Training Center with needed audio-visual or other equipment and will provide photocopies of handout materials if needed.
- E. Outside instructors will be under the supervision of the training director or designee.