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HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

Training Course Design & Lesson Plans

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Responsible Unit:	Training Academy	Rescinds:	
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1. Purpose

To describe how the Harford County Sheriff's Office (HCSO) Training Academy develops classes and lesson plans.

2. Policy

The HCSO Training Academy follows state guidelines for creating, maintaining, and evaluating training courses.

3. References

Maryland Police and Correctional Training Commissions (MPCTC) Lesson Plan Template

4. Procedures

A. Course Design

1. All course content is based on mandated learning objectives established by the MPCTC and the HCSO.
2. The Training Director and instructors will ensure that:
 - a. instruction is based on course competencies and objectives;
 - b. appropriate instructional methods are used; and
 - c. testing measures are based on the course objectives.
3. Instructors will ensure that curriculum delivery is based upon the most current lesson plan.
4. Instructors will ensure that only approved training materials and equipment authorized by the Training Director are used during a given block of instruction.

B. Lesson Plan Development

1. All training courses conducted by the HCSO require approved lesson plans.
2. Lesson plan development will follow the rules and regulations established by MPCTC.
3. All materials used in classroom presentations will be thoroughly researched, validated, and appropriate

for the course content.

4. Each lesson plan will include:
 - a. the instructional goal of the course and any performance or job-related objectives;
 - b. the learning objectives for the course;
 - c. content of the training and specification of appropriate instructional techniques (PowerPoint, video, practical application, etc.);
 - d. the method for evaluation mastery of the given curriculum; and
 - e. documentation depicting lesson plan approval, review and revision.
5. Lesson plans may be developed by staff instructors or other subject matter experts; however, final approval authority rests with the Training Director.
6. Any HCSO unit that offers training outside of the Training Academy will follow the same steps for developing lesson plans. The final approval authority will rest with the Training Director.

C. Lesson Plan Format

1. A Cover Sheet will identify:
 - a. the topic and course title;
 - b. the author;
 - c. date(s) of training;
 - d. target audience;
 - e. length of class;
 - f. parameters of training;
 - g. performance objectives; and
 - h. assessment techniques.
2. A Materials Page will identify:
 - a. instructor materials;
 - b. materials and equipment needed; and
 - c. a list of any handouts.
3. A General Methods Page will identify:
 - a. techniques of teaching;

- b. references; and
- c. general comments about the course.

4. An Application Page will identify:

- a. the performance objectives; and
- b. instructional input (content);

5. An Evaluation Page will identify:

- a. a test of student knowledge which could be a written exam or a performance checklist; and
- b. student feedback analysis.

D. Training Aids

- 1. Any training aides used (computers, films, etc.) will be used according to HCSO policy.
- 2. Items borrowed from MPCTC will be signed out as required by that agency.

E. Adult Learners

- 1. Instructors will incorporate adult learning techniques into all training courses.
- 2. Instructors will:
 - a. incorporate appropriate breaks during class;
 - b. involve students in the learning process;
 - c. use student's experiences to help guide classroom discussion;
 - d. use a variety of training aides;
 - e. encourage discussion and role play, when appropriate; and
 - f. encourage feedback on instruction and content to improve the class.

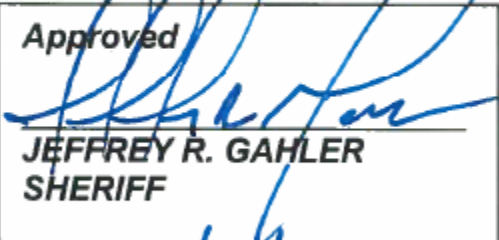
F. Lesson Plan Review

- 1. Lesson plans will always be readily available for review.
- 2. The Training Director will ensure all lesson plans are evaluated and updated prior to the start of a class, or annually by December 31st.
- 3. Regardless of whether changes are made, a review date will be noted on the cover of the lesson plan.

G. Lesson Plan Accessibility and Retention

- 1. All lesson plans will be kept electronically and will be accessible to all Training Academy employees.

2. Old lesson plans will be kept indefinitely and will not be destroyed unless given permission to do so by the Legal Liaison.

Approved

JEFFREY R. GAHLER
SHERIFF
DATE 2/14/19