

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Lesson Plans(in-house training)		CHAPTER/SECTION NO.: 23.4	
EFFECTIVE DATE: 12/11/01		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> SHERIFF	
STANDARD NUMBER: 33.1.4			

23.4 Policy

23.4.1. Training Lesson Plans

- A. All training courses or programs require lesson plans. Lesson plans should include the following:
 - 1. Statement of goals or purpose
 - 2. Performance and job-related objectives
 - 3. Subject material to be covered
- B. A copy of each completed lesson plan will be maintained in the training coordinator's files.

23.4.2 Approval of Lesson Plans

- A. All lesson plans require prior approval from the training coordinator. Lesson plans will be routed to the training coordinator prior to commencement of training or scheduling.

23.4.3 Testing

- A. Training programs involving certification will also require an evaluation of each employee's learning retention when the training has been completed.
 - 1. Such evaluation should be accomplished by a competency-based test.
 - 2. Employees are required to pass all tests given in training. Tests may include,

but are not limited to:

- a. Written tests
- b. Verbal tests
- c. Minimum scoring tests
- d. Physical activity tests
- e. Practical examination/demonstration
- f. Other tests as required

B. The standard of performance on high liability policy and procedures require 100% proficiency regarding appropriate "pass-fail" criteria on each test given, specifically:

1. Firearms
2. Use of force-general
3. Use of force-deadly
4. Vehicle pursuit
5. Laws of arrest
6. Search and seizure