

GREELEY POLICE DEPARTMENT

General Order 363.00

Reviewed: 06/15

363.00 TRAINING EVALUATION

363.01 Procedures:

- On an annual basis, the Training Sergeant will distribute a questionnaire to departmental personnel. The purpose of the questionnaire is to assess the individual employee's perception of the Department's training programs and procedures.
- The Training Sergeant will also conduct an annual review of training programs to assure they fulfill personnel and operational needs. The sergeant may seek input from the training questionnaire and the Training Committee to assess the training program's success in this area. The Sergeant will prepare an annual report to be submitted to the Chief of Police by January 31 of each year for the previous year. The report will address:
 - An evaluation of the training programs offered;
 - The identification of problems associated with materials, physical facilities and scheduling;
 - A synopsis of consultations with section level supervisors within the Department, Division Commanders, and the Police Academy Director and Professional Standards;
 - A summary of the number of persons trained and the types of training provided; and
 - Recommendations for direction and improvement in the training process, and provisions for updating and revising programs.

363.02 Training School Evaluations:

- In order to better evaluate the schools and seminars that departmental personnel attend, and to increase accountability in training expenditures, all departmental personnel attending any outside training schools or seminars which are four hours in length or longer, shall complete a training school evaluation form upon their return to work, and forward it through the chain of command to the Support Services Division.
- Forms will be maintained in the report filing cabinet located in the briefing room and in the Support Services Division. Information on the training should be comprehensive and accurate so that the Training Unit can correctly evaluate the training for other personnel and future use.

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| Authorized by Jerry Garner, Police Chief | |
| Effective Date: June <u>30</u> , 2015 | Date: <u>6-30-15</u> |
| Signature <u>Jerry Garner</u> | |