

**ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS**

Effective: 03/01/93; Still In Effect 01/01/99  
99-AOC13

**3-33            TRAINING COMMITTEE**

[N/A]

**POLICY:**

Department policy is to provide for review of all training made available to Department personnel.

**RULES:**

3-33-1            TRAINING COMMITTEE

- A.     This committee is responsible for evaluating, coordinating and overseeing all in-service and advanced training programs. The committee chairman reports the committee findings and decisions directly to the Chief of Police.
  
- B.     The committee will ensure that the Director of Training evaluates, updates, and revises all agency training programs annually.
  
- C.     The written test for the annual MOE training programs will be reviewed and approved by the committee before being implemented. The committee will ensure that the format is correct and the questions are well written. If any changes need to be made, the test must be reviewed again and approved before being used.
  
- D.     All training programs, seminars, conferences, workshops and schools should be presented to the committee for approval prior to being implemented, if possible. Additionally, all personnel who wish to introduce new police tactical techniques, procedures, or equipment on which training is necessary, are required to submit a lesson plan, complete with justification, to the training committee for review and approval. This will ensure that training files are kept updated, that proper documentation is submitted, and that no unnecessary training programs are planned.
  
- E.     The committee will be comprised of the following members, chaired by the Director of Training:

Director of Training, Lieutenant, Police Academy  
Director, Planning Division or Designee  
Bureau representative, Investigative Bureau  
Bureau representative, Support Services Bureau  
Field Services, representative  
Area Command representative, Investigations Unit  
Unit representative, Inspections Unit  
Unit representative, Internal Affairs Unit  
Unit representative, In-Service Training Unit

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cont'd

- F. If a member is transferred to a different bureau, the commander of the vacated bureau will assign a new representative to the committee.
- G. Bureau members are to be considered the training coordinators for their Bureau.