

# SPECIAL ORDER



Title	
<b>In-Service Training Request Form</b>	
Series / Number	
<b>SO- 02-18</b>	
Effective Date	Distribution
<b>June 25, 2002</b>	<b>A</b>
Related to:	
GO-PER-201.30 (Scheduling and Attendance of In-Service Training)	

DISTRICT OF COLUMBIA

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## I. PURPOSE

The purpose of this special order is to notify members of the Department of the existence of the In-Service Training Request Form, an attachment to GO-PER-201.30 (Scheduling and Attendance of In-Service Training) and the procedures to be followed when submitting the form.

## II. PROCEDURAL GUIDELINES

In accordance with the procedures established in GO-PER-201.30, Unit Commanders, through their Assistant Chief or Senior Executive Director, and the Training Task Force, to the Director of Training, Maurice T. Turner, Jr. Institute of Police Science (IPS) may request the scheduling and approval of an in-service training course. Requests shall be made utilizing the "In-Service Training Request Form," and forwarded, through the proper chain of command, to the Director of Training, no less than 90 days prior to the desired training date. Members shall include the following information when submitting a request for In-Service Training:

- A. Purpose and expected outcome of the course,
- B. Requested training dates,
- C. Target population (i.e., all sworn, specific ranks, or assignments),
- D. Total populations to be trained,
- E. Duration of the class (i.e., one-day class, two-day class, hours, etc.),
- F. How many classes are required to reach the entire population, and
- G. Training resources required, such as the number of trainers and whether the trainers are to be IPS trainers, or other MPD personnel, or contractors.

This special order shall not preclude any member from forwarding suggestions for in-service training or in-service training topics, through the proper chain of command, to their respective unit commander.

// SIGNED //  
Charles H. Ramsey  
Chief of Police

Attachment

CHR:NMJ:mcw