



# Fact Sheet

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## Training Fact Sheet

The COPS Office has a series of requirements for the development and delivery of in-person and online training. These requirements can be found in the two COPS Office curriculum guides: (1) Online Curriculum Standards and Review: Process Guide at [https://www.cops.usdoj.gov/pdf/training/Online\\_Curriculum\\_Process\\_Guide.pdf](https://www.cops.usdoj.gov/pdf/training/Online_Curriculum_Process_Guide.pdf) and (2) In-Person Curriculum Standards and Review: Process Guide at [https://www.cops.usdoj.gov/pdf/training/In-Person\\_Curriculum\\_Standards\\_Guide.pdf](https://www.cops.usdoj.gov/pdf/training/In-Person_Curriculum_Standards_Guide.pdf). The guides were established to provide guidance to COPS Office training providers and program managers on instructional design, promising practices, and the process by which the COPS Office will review and approve curricula.

The COPS Office trainings are national in scope and should have a specific law enforcement audience: executives, first-line supervisors, line officers, dispatchers, joint community and officers, etc. COPS Office training supports the needs of the law enforcement field and strives to increase public safety.

The training goals of the COPS Office are as follows:

- Establish a common process for the development of COPS Office training initiatives.
- Manage quality control through a series of review and approval checkpoints.
- Standardize content, style, format, and quality.
- Establish clear outcome expectations of training initiatives.
- Maintain training relevance for the field.
- Prepare training for accreditation through national law enforcement training accreditation programs.

The COPS Office defines training as the teaching and learning activities carried out for the primary purpose of helping members of an organization acquire and apply the knowledge, skills, abilities, and attitudes needed by a particular job or organization. Training is driven by specific goals and objectives; it is not a single event but rather an ongoing process that requires continuous self-reflection and evaluation.

**Learning outcomes and objectives.** Objectives describe what learners should be able to know and do after training. Learning outcomes establish the criteria by which the training will be judged a success. Training objectives and learning outcomes should be aligned with an employee's position and with the organization's goals and mission.

**Self-reflection and evaluation.** Self-reflection should be a conscious process whereby trainees critically analyze the training materials and test their own understanding and retention; it is an internal check on the progress and outcomes of the training. Evaluation is the external check; it should consist of setting goals in accordance with the learning outcomes and objectives and conducting pre- and post-training testing and a final course evaluation to ensure those goals are met.

**Training materials.** Guides, webinars, articles, conference presentations, podcasts, videos, blogs, and newsfeeds (to provide a few examples) can serve as support material in trainings or as standalone materials to increase knowledge, but on their own they cannot be defined as training.

The COPS Office also has a series of requirements that instructors must meet prior to becoming instructors for COPS Office courses and for the duration of their instructor tenure. Those requirements can be found in the COPS Office's Instructor Quality Assurance Guide at [https://www.cops.usdoj.gov/pdf/training/Instructor\\_Quality\\_Assurance\\_Guide.pdf](https://www.cops.usdoj.gov/pdf/training/Instructor_Quality_Assurance_Guide.pdf).

### Contact the COPS Office

For questions related to the development and delivery of in-person or online training, please contact the COPS Office Response Center.

For more information about COPS Office programs and resources, please call the COPS Office Response Center at 800-421-6770 or visit the COPS Office website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).