



Fact Sheet

cops.usdoj.gov

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://cops.usdoj.gov/pdf/training/Online_Curriculum_Process_Guide.pdf and (2) *In-Person Curriculum Standards and Review: Process Guide* at https://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 curriculum guides are subject to change, and developers should consult them regularly; COPS Office program managers will also make efforts to ensure that changes are reported to developers in a timely manner. The memorandum provides guiding principles for the development and delivery of training funded by the U.S. Department of Justice.

Training and training materials developed or delivered with funding provided by the COPS Office must adhere to the following U.S. Department of Justice training guiding principles:

- **Trainings must comply with applicable law.** In developing and conducting in-person or online training, recipients (and any subrecipients) shall not violate the Constitution or any federal law, including any law prohibiting discrimination.
- **The content of trainings and training materials must be accurate, appropriately tailored, and focused.** The content of training programs must be accurate, useful to those being trained, and well-matched to the program's stated objectives. Training materials used or distributed at trainings must be accurate, relevant, and consistent with these guiding principles.
- **Trainers must be well qualified in the subject area and skilled in presenting it.** Trainers must possess the subject matter knowledge and the subject-specific training experience necessary to meet the objectives of the training. In selecting or retaining a trainer, grantees (or subgrantees) should consider such factors as the trainer's résumé and written materials, interviews with the trainer, observation of other trainings conducted by

the trainer, feedback from other entities with which the trainer has worked, training participant feedback and evaluations, and the general reputation of the trainer.

- **Trainers must demonstrate the highest standards of professionalism.** Trainers must comport themselves with professionalism. While trainings will necessarily entail varying teaching styles, techniques, and degrees of formality, as appropriate to the particular training goal, professionalism demands that trainers instruct in the manner that best communicates the subject matter while conveying respect for all.

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.
- As appropriate, **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. If a course meets all other standards but lacks

a pre- and post-training testing mechanism, it is considered a 'resource,' rather than a training. A resource should only be developed in lieu of a training if required by the solicitation or upon approval from the COPS Office.

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://cops.usdoj.gov/pdf/training/Instructor_Quality_Assurance_Guide.pdf.

Online trainings can be found on the COPS Office Training Portal at <https://copstrainingportal.org>.

Contact the COPS Office

For questions related to the development and delivery of in-person or online training or for more information about COPS Office programs and resources, please contact the COPS Office Response Center at AskCOPSRC@usdoj.gov or 800-421-6770 or visit the COPS Office website at <https://cops.usdoj.gov>.