

GENERAL ORDER, ADMINISTRATION, NUMBER 9
APRIL 3, 2001
WATERLOO POLICE DEPARTMENT

A. SUBJECT:

Certificates of Training

B. PURPOSE:

To establish procedures and criteria for presenting certificates of award, achievement, recognition and appointment for Department employees and others attending Department conducted training sessions or qualified to instruct related subject matter.

C. POLICY:

It is the policy of the Department that recognition be given to those who attend and successfully complete Department conducted or sponsored training activities. Recognition may also be extended to those who are deemed qualified to instruct police related training subjects.

D. PROCEDURE:

1. The type of certificates and criteria for issuance are as follows:

a. Certificate of Recognition/Achievement

1. Awarded for satisfactory completion of in service annually renewable, mandatory or certification training.

b. Certificate of Attendance

1. Awarded for attendance at short term seminars, workshops and specialized training.

c. Certificate of Training

1. Awarded for successful completion of training in a specialized subject or module of related courses gained in one time extensive training or continuous sessions.

d. Instructor-Trainer Certificate

1. Awarded to those certified by outside authority or having

Department approval to instruct Department employees in police related subjects.

2. The issuance of all certificates shall be approved by the Director of Training and must be signed by the Director of Training and the Chief of Police.
 - a. Where applicable, certificates may also be signed by the course Instructor.
 - b. Distribution of certificates shall be made through routine channels or ceremonies deemed appropriate by the Director of Training, Chief of Police or designee.

By order of:

Thomas J. Jennings
Chief of Police