

<p style="text-align: center;">East Haven Police Department</p> 	Type of Directive: Policies & Procedures		No. 106.2
	Subject/Title: Training Test Protocol	Issue Date: July 29, 2014	
		Effective Date: September 1, 2014	
	Issuing Authority: Honorable Board of Police Commissioners	Review Date: Annually	
References/Attachments: N/A		Rescinds: 106.1	Amends: N/A

I. PURPOSE

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department regarding a process for developing tests that reliably and fairly assess officers' grasp of the guidelines and practices that make up the Department's Policies and Procedures Manual.

II. POLICY

- A. It is the policy of the East Haven Police Department to develop and administer testing for in-service training that is valid, reliable, fair, secure and legally defensible.

III. PROCEDURES

- A. Develop and issue tests with the following features in content and method.
1. Tests will be valid, reliable, fair, and legally defensible by legal standards and the state of the art standards in the field of test development and administration.
 2. Both knowledge-based and performance-based tests shall be designed, developed, administered, and scored according to established professional standards of practice.
 3. Testing policies and procedures shall include detailed test security measures.
 4. All tests shall be job-related, testing knowledge and skills required for successful job performance.
 5. Tests will be designed using the method of "job analysis."

- a. Job analysis, the in-depth study of a given job to determine the duties and specific tasks that employees in that job would be expected to perform, is a fundamental tool for the practice of industrial and organizational psychology.
 - b. Analyzing a job and the requirements of a given policy and procedure involve the determination of what tasks make up the larger task and the tasks' relative importance.
- B. Implement the testing for recruit and in-service training.