

GENERAL ORDER 33.3.1

Training Records

GENERAL ORDER CROSS-REFERENCE: 82.2.4

SUMMARY

Discusses the Department's training records.

DISCUSSION

None.

POLICY

I

The Professional Standards and Training Unit shall maintain a record of each training class. This record shall include: course content (lesson plans, if applicable); names of agency attendees; training hours provided; and performance of individual attendees as measured by tests, if administered.

The Professional Standards and Training Unit shall ensure that training is reported to the Department of Public Safety Standards and Training in a timely, accurate manner.

II

The Professional Standards and Training Unit shall update records of employees following their participation in training programs. This record shall include the date of the training, the type of training, sponsoring agency, training hours received, any certificates received, and any test score. Training records shall be maintained in accordance with G.O. 82.2.4 Records Retention.

III

Barring a court order, training records on individual employees shall be released only with the permission of the involved employee.

If a court order is received, the City Attorney's Office shall be contacted for advice on how to proceed.

Richard L. Lewis
Chief of Police