

370.00 TRAINING FILES

- The Support Services Division shall update employee-training files upon the completion of the training programs. The documentation on the training record shall include:
 - The date(s) of the training;
 - The type of training received;
 - Certificates received;
 - Attendance; and
 - Scores.
- The Support Services Division will also maintain on file the records of each training class conducted. These records will constitute the Department's method of documentation on training provided. Included in these files:
 - The lesson plan;
 - A roster of employees in attendance, documenting the time in class;
 - If competency tests are administered, the scores of each employee.
- Training records are a departmental document and as such may be used by the Training Sergeant or departmental supervisory personnel. If entities outside the Department request access to these records, the following conditions shall be met prior to release:
 - The employee provides a written permission or release. If the Department is a subject of litigation on the employee's behalf, approval from the City Attorney will be required.
 - In response to a legal subpoena: The Training Sergeant will notify the Support Services Deputy Chief immediately upon receipt.
 - At the direction of the Support Services Deputy Chief or the Chief of Police.

GREELEY POLICE DEPARTMENT

- The following records will be maintained by the Greeley Police Department Personnel-Recruitment-Training Unit:
 1. Instructors' Certifications
 2. Employees' Training Records
 3. School Requests – current year +1
 4. Firearms qualification
 5. Less Lethal Qualifications
 6. Required annual tests, i.e., Use of force policy, pursuit driving policy, etc.
 7. Training Certificates
 8. Commendations and Awards
 9. Off-duty/Extra-duty Approvals
 10. Line of Duty Death-Serious Injury Forms – These shall be kept in a separate, secured area.

General Order 370.00	<u>TRAINING FILES</u>	Reviewed: 03/19
Authorized by Mark Jones, Police Chief		
Effective Date: March <u>21</u>, 2019		
<u><i>Mark Jones</i></u>	Date:	<u>March 21, 2019</u>
Signature		