

Policy Number: 109.1

Policy: Training Records

Effective Date: 08/01/2011

Revision Date: 10/01/2013

Approved by: Scott Forshee, Chief of Police

This policy establishes guidelines for maintaining training records. The Chief of Police will maintain written documentation for all training programs attended by Department personnel. The Chief will ensure that all policies and procedures regarding the safekeeping, release, or exchange of information contained in the files are observed.