

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE August 9, 2011	NUMBER 1105.1
SUBJECT Training Records		
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A. Purpose

To provide guidelines for managing the City of Anderson Police Department's training records.

B. Policy

All training received by City of Anderson Police Department personnel will be recorded in training records by the Training Coordinator or the training coordinator's designee. Within ten (10) business days following successful completion of a training program the training records of the affected employees shall be updated to reflect the change(s).

C. Procedures

1. Individual training records should include the following:
 - a. Officer's name
 - b. Course title, location, and inclusive dates
 - c. Attendance record of individual member
 - d. Total hours of instruction
 - e. Scores (if tested)
 - f. Copies of Certificates (if issued)

2. The Training Coordinator will maintain records of all in-service training conducted by the department. The training records of classes shall include:
 - a. Course Content/Title (lesson plans),

- b. Name of the Course proctor,
 - c. Roster of names of attendees, and
 - d. Individual results of any tests, if administered.
3. Training records will not be released to anyone outside the department except with approval of the Chief of Police or court order.
4. Officers attending training are responsible for submitting copies of certificates and other documentation, as requested, to the Training Coordinator upon their completion of the training course.
- a. If the member attends department-funded training as defined in General Order 1101.1, within three business days of returning to work, the member must submit a copy of the training certificate to the Training Coordinator. If the training institution did not provide a certificate, objective documentation which verifies that the member successfully completed the training session must be turned in to the Training Coordinator.

By order of:



Martin D. Brown, Chief of Police

8-9-2011
Date