

## **1.10.1 Training Records**

### **I. POLICY**

It is the policy of the Johnstown Police Department to follow the provisions of this general order. The department will organize and administrate an agency training component, which is responsible and responsive to the operational task requirements of the department and the employees.

### **II. PURPOSE**

Johnstown Police Department personnel perform their job responsibilities in a social environment, which is multi-dimensional and dynamic. The complexities with which personnel are presented in their problem-solving and enforcement activities are often plagued with uncertainty. Therefore, education through training, as a specific component of the learning process, is paramount in the continuous development of employees' knowledge, skills and abilities. Training provides for employees to be better prepared to act decisively and correctly in a broad spectrum of situations.

### **III. PROCEDURES**

The Johnstown Police Department will record, maintain and update all training records that officers attend. This information shall be recorded for each officer and it shall include the type of training, any certificates received and if any their test scores.

A. Captain of Police is responsible for:

1. Planning and developing training programs.
2. Notifying officers of training available.
3. Notifying officers of required training.
4. The captain in charge of training shall be responsible for maintaining accurate and updated training records for all officers, which will reflect.
  - a. Date of training
  - b. Type of training received
  - c. Any certificate received
5. Assuring that officers attend the training programs.

**1.10.1 continued**

6. Coordinating training programs.
7. Maintaining liaison between the department and other training organizations.
8. Ensuring that all training activities are conducted within the framework of departmental goals in cooperation with all operational units.
9. Indirectly oversee the Field Training Program; however, this is the direct responsibility of the sergeant.
10. The captain will maintain the officer's training records.
11. Training certificates and other training records will be included in the officer's personnel file.

**B. Patrol Officer's**

1. Officer's obtaining training certificates shall provide the captain of police with a copy so it may be included in the officer's personnel file.
2. When there is no certificate of completion inform the captain of police in order to get credit for the training.

Effective Date:

Date: June 13, 2006

By Order Of:

Craig Foust  
Chief Of Police