

1.10.2 Agency Class Records – In-House Classes

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 in charge of training shall maintain records of training programs conducted in-house. Records of any in-house training classes shall include at a minimum:
 - 1. Course name and topic area
 - 2. Course content [lesson plans] for all in-house training programs taught by departmental instructors.
 - 3. Names of all officers' attending, including a copy of the class roster for all in-house training courses.
 - 4. Performance of individual officers as measured by tests, if administered. If administered, the type of test used.

1.10.2 continued

5. Any certificates of training issued to the officers.

Effective Date:

Date: June 13, 2006

By Order Of:

Craig Foust
Chief Of Police