
Documentation of Training Completion

341.1 PURPOSE AND SCOPE

The purpose of this procedure is to outline the steps that will be taken by Elk Grove Police Department employees when they have attended and completed any training course. This procedure shall apply to all formal training one hour in duration or longer, and shall include but not be limited to: POST certified courses, mandatory training, requested training, organized seminars, and in-house instruction. In order to properly document and track ongoing training, the following procedure will be followed when an employee has successfully completed an assigned course of training.

341.2 POLICY

As soon as practical, after a training class has been successfully completed, the employee will notify the Elk Grove Police Department Training Coordinator so that the completion of the course may be appropriately documented in the employee's training file. Proper notification to the Training Coordinator will include:

- Formal course title or name of the class attended.
- Dates during which the class was presented.
- Total number of hours instructed.
- Name of the person or agency offering the training, and name(s) of the instructors presenting the class.
- POST certification number (if applicable).
- Date training expires or recertification must occur (if applicable).

Many training classes present students with a training certificate at the completion of training. The employee will provide a copy of this certificate to the Training Coordinator. If the certificate contains all of the above required information, then this will be considered sufficient notification of completed training.

If no certificate is issued, or a certificate does not include all of the required data, the employee will complete and submit a memorandum that details the required notification information.

341.3 RESPONSIBILITY FOR RECORD MAINTENANCE

The Training Coordinator will be responsible for the maintenance and updating of employee training files.

Upon notification of completed training by an Elk Grove Police Department employee, the Training Coordinator will enter, or cause to be entered, the appropriate information into the employee's electronic training file.

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If a training certificate copy is submitted, the certificate will be scanned and placed into the employee's training file as an attachment. The submitted paper certificate will then be discarded.

Similarly, a submitted memorandum, after all relevant information has been entered into the training database, will also be discarded.