
Circulation, Maintenance and Tracking of Training Bulletins and Memorandums

345.1 PURPOSE AND SCOPE

The purpose of this procedure is to outline the steps for circulating and tracking training bulletins and informational memorandums. Training bulletins include officer safety updates, notices of change in laws or court precedence, or any other informative or instructive

internal memorandum circulated throughout the Elk Grove Police Department. This procedure will not apply to memorandums or letters limited in distribution to individual persons, shifts or bureaus.

345.2 POLICY

All training bulletins intended for distribution throughout the Elk Grove Police Department will be issued by, or have the approval of, an employee of supervisor level or higher. When a bulletin is distributed, whether by e-mail, flyer, or other method, a copy shall be forwarded to the Training Coordinator.

The Training Coordinator shall maintain a file that includes all submitted training bulletins.

Each bulletin will be numbered using a seven numbered system that is laid out as follows:

- The first two numbers will be the year the bulletin was circulated followed by a dash.
- The second two numbers will be the month the bulletin was circulated.
- The last three numbers will be sequential and will be in the order the bulletin was received.
- For example, the third bulleting circulated in June of 2008 will be numbered 08-06003.

Each training bulleting will also be noted on a log sheet that lists the bulletin by its assigned number and includes the date the bulletin was circulated, the topic of the training bulletin, and the person who created it.

345.3 RESPONSIBILITY FOR RECORD MAINTENANCE

The Training Coordinator will be responsible for the maintenance of the log sheet and for maintaining copies of the individual bulletins. These files shall be maintained both in electronic format and in a hardcopy format (Training Bulleting Manual) and made available to all employees for review.

Patrol supervisors or other supervisors may choose to maintain personal Briefing Binders that include training bulletins. This practice does not relieve the responsibilities of the Training Manager to maintain complete records of all training bulletins circulated by the Elk Grove Police Department.

Elk Grove Police Department

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345.4 PURGING OF OBSOLETE INFORMATION

Periodically, the information in the Training Bulletin Manual will be reviewed for accuracy and relevance. Bulletins found to have incorrect or out of date information, or those that have been rescinded for other reasons, shall be removed.

When a bulletin is removed, the log sheet shall be updated by including the date the bulletin was removed, who removed it, and the reason it was removed.