WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Training Records of In-House Classes	**Policy # 1.10.2**
Accreditation 1.10.2	
Effective Date: August 27, 2008	**Revised Date:**
By Authority Of: Chief A. Dale Mabry	**Signature:**

1.10.2 TRAINING RECORDS OF IN-HOUSE CLASSES

A. The Training Officer shall maintain accurate and updated records of training programs conducted in-house or attended by employees outside the Department.

B. Records of training classes shall include the following minimum information:

1. Course name or topic area.

2. Course content (Lesson Plans), for all in-house training programs taught by departmental instructors.

3. Names of agency attendees, including a copy of the class roster for all in-house training courses.

4. Performance documentation.

   a. Individual attendee's performance ratings as indicated by test the scores or other measurement devices if administered consistent with provisions of the General Order.
   b. Copies of all certificates of attainment or attendance.