WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Training Records of Employees	**Policy # 1.10.1**
Accreditation 1.10.1	
Effective Date: August 27, 2008	**Revised Date:**
By Authority Of: Chief A. Dale Mabry	**Signature:**

1.10.1 TRAINING RECORDS OF EMPLOYEES

A. The West Norriton Township Police Department shall maintain accurate and updated records of employee's certifications and/or attendance at training programs.

B. Records of employees shall include the following minimum information:

1. Employee's name.
2. Course name or topic area.
3. Date(s) of the training and hours of instruction.
4. Copies of any certificate received.
5. Test scores (if available).

C. Training record copies may be included in the employee's personnel file consistent with the policies of West Norriton Township and the West Norriton Township Police Department.

D. It shall be the responsibility of each employee to provide the Chief of Police with a copy of any confirmation of course attendance, schedule or certificate of achievement /attendance as soon as possible following the employee's receipt of that information.