
	GAITHERSBURG POLICE DEPARTMENT		
	Department Training Records		
	GENERAL ORDER 403.1	Related CALEA Standards:	
Effective Date 06/23/2016	33.1.2, 33.1.6, 33.5.2, 82.3.5		
Authorized by: Mark P. Sroka CHIEF OF POLICE	SIGNATURE <i>Mark Sroka</i>	DATE 06/23/2016	

I. DEPARTMENT POLICY

The designated Training Coordinator and the Accreditation Manager securely maintain training records of Department members electronically and in writing and update those records immediately upon completion of a training course by a member. Members are also encouraged to provide certificates of completion for their personnel files.

To ensure the accuracy of the training records, members receiving a certificate or letter indicating their completion of the training, will forward a copy of the documents, along with any examination score.

As used in this directive, *member* refers to all Department personnel, unless otherwise indicated.

II. TRAINING RECORDS

A. Record Composition

1. Immediately upon a member's completion of a training course or weapon qualification training, the designated Training Coordinator, updates the member's training records (electronic) with the following information:
 - a. Course title;
 - b. Date(s) attended/completed;
 - c. Attendee's name and certification number;
 - d. Score(s); and
 - e. MPCTC Course Approval Number.

2. Once received by the Accreditation Manager, a photocopy of the certificate, diploma and/or letter of completion is placed into the member's training file folder.
 - a. The original document(s) are returned to the member unless

the member indicates that s(he) wants the original document(s) to be maintained in the training file.

B. Inspection of Records

1. Any member wishing to inspect their training records may do so by contacting the Accreditation Manager or designated Training Coordinator.
2. Members should frequently inspect their training records (hard copy and electronic) so that any discrepancies in records or files can be corrected immediately to ensure accuracy.
3. Training records and files are accorded the same level of security as personnel files and their contents will only be released to persons permitted access by law.

III. ROLL-CALL TRAINING RECORDS

A. Maintained by Accreditation Manager

1. To document roll-call training, records will be maintained in a binder by the Accreditation Manager.
2. Upon completion of a particular roll-call training program or topic, the shift supervisor completes a *Training Receipt*, obtains the initials or signatures on the receipt of those members who received the training, and forwards the receipt to the Accreditation Manager so that appropriate records can be updated.
3. The Accreditation Manager maintains a binder of all Roll-Call Training Receipts.

IV. SKILLS MANAGER DATA BASE

A. Submission of Data

1. The Department utilizes the Maryland Police and Correctional Training Commission's secure software known as the *Skills Manager* to electronically store training records.
2. To comply with MPCTC regulations, data is submitted by the designated Training Coordinator, via *Skills Manager*, to the MPCTC for a particular calendar year on or before January 31 of the new year.

B. Authorized Users

1. Records in *Skills Manager* are password protected and only the Department's Training Coordinator and Accreditation Manager are authorized access to the data base.