

TOWNSHIP XXXXX
DEPARTMENT OF PUBLIC SAFETY
POLICE DEPARTMENT

EFFECTIVE DATE: Immediately	DIRECTIVE: General Order 15-08	
SUBJECT: Training Policy		
REFERENCES: NJ AG Guidelines NJ DOJ		
ACCREDITATION STANDARD: N.J.S.A.C.O.P 1.9.1, 1.9.2, 1.9.3,1.9.4,1.9.5,1.9.7.1.9.8,1.9.9.1.9.10,1.9.11		
DISTRIBUTION: Police Desk All Divisions via Power DMS General Order Manual		NUMBER OF PAGES: 21
ISSUING AUTHORITY:	ISSUE DATE: July, 6 2015	REVISION DATE:

I. PURPOSE

- A. One of the most important responsibilities of a law enforcement agency is the training of its personnel. The purpose of this directive is to establish procedures and protocols that govern mandatory and elective in-service training and to identify the type, frequency, and volume of training provided to department employees.

II. POLICY

- A. The XXXXXXXXXX Police Department gives the highest priority to the continuing education and training of its employees. It is the policy of this Department that all employees attend training throughout the course of the year. Members are encouraged to request training in areas of specialized responsibility and interest. The XXXXXXXXXX Police Department shall endeavor to train employees in an effort to enhance the efficiency, effectiveness and professionalism of the organization.

III. PROCEDURE

A. Training Unit

1. The chief of police has authorized the establishment of a Training Unit within the department. The training officers will be selected by the chief of police and shall report to the Administrative Division commander.
2. The training unit instructors utilized by this department should possess the following minimum qualifications:
 - a. Successful completion of the Methods of Instructions (MOI) course. MOI shall educate personnel on the following:
 - i. Lesson plan development
 - ii. Development of performance objectives
 - iii. Instructional techniques
 - iv. Theories on learning
 - v. Testing and evaluation techniques
 - vi. Utilization of available resources
 - b. A minimum of five (5) years of full time law enforcement experience.
 - c. If a member has not completed an approved MOI course, but has specialized knowledge or training in an area that is deemed to be beneficial for other members of the Department, then this individual may be used to instruct the course and assist the Training Unit in the development of lesson plans.
3. The Training Unit Commander shall typically be the highest ranking officer under the Administrative Division Commander. However, the Chief of Police may elect to select another ranking officer as the Training Unit Commander based on the availability of qualified supervisors within the Unit.
4. The Training Unit is responsible for the following:
 - a. Planning, developing, and implementing training programs.
 - b. Develop and review lesson plans for department in-service training.

- c. Develop and review materials for roll call training sessions.
- d. Revisions and modifications of existing lesson plans. Curriculum development will use the following resources:
 - i. Staff meeting recommendations
 - ii. Inspection reports
 - iii. Observance and interaction with field personnel
 - iv. Review of performance evaluation training recommendations
 - v. Consultation with the chief of police
 - vi. Recommendations of internal affairs unit
 - vii. Evaluation of training effectiveness
- e. Recruitment and selection of qualified instructors for training programs.
- f. Evaluation of instructor effectiveness and program content.
- g. Coordination of all training (internal and external) including the distribution of training material and available course listings.
 - i. Preparation of training course registrations
 - ii. Written notifications to employees regarding scheduled training
 - iii. Collection of training course evaluations
 - iv. Assuring that scheduled training programs are attended and maintaining a record of attendance
- h. Creation of a comprehensive filing system to facilitate the training function to include the following:
 - i. A master schedule of all training sessions conducted by department instructors which includes the names of all attendees.
 - ii. A copy of all lesson plans filed by instructors for the classes conducted.
 - iii. A record of all test scores and qualifications attained by employees regarding after training tests along with a copy of the test given.
 - iv. An individual record of the training, internal and external, attended by each employee of the department.
 - v. An inventory of all educational and training resources available to department employees.

- vi. A list of educational and training contacts available to the department.
 - vii. Copies of all instructional materials distributed to department supervisors for review with their subordinates.
 - viii. A copy of all roll call training materials distributed to patrol supervisors.
- i. A hard copy of all training certificates, employee memorandums, advisories, or administrative logs associated with completed training courses shall be maintained in the individual employee's training file.
 - j. A master record of all training as well as costs shall be maintained by the Training Unit and shall be submitted annually with the Department Annual Report.
 - k. Coordination of department certifications and re-certifications in areas of expertise.
 - l. Coordination of departmental instructors conducting training sessions at external locations.
 - m. Inspection of all equipment and supplies required to accomplish the training function, including preparation of a recommended training budget and requests for acquisition of new or depleted supplies and equipment.
 - n. Establish a liaison with the local police training academies.
 - o. Supervision of the field-training program.
 - p. Submission of an annual report to the Chief of Police that contains the following information:
 - i. Number and type of training courses conducted.
 - ii. Number of department personnel attending internal training classes.
 - iii. Number of department personnel attending external training classes.
 - iv. Estimated annual training expenditures.
 - v. Recommendations for the training budget.

B. Training Programs

1. Recruit Basic Training

- a. All newly appointed police officers must successfully complete, or have completed, police academy training at an academy certified by the New Jersey Police Training Commission (PTC).
- b. Officers hired without police academy training must successfully complete an approved New Jersey PTC training course and receive PTC certification in order to continue employment.
- c. Officers who have completed training and are certified prior to being hired will be required to produce a copy of their original New Jersey PTC certificate. Additional agency training is required to facilitate a waiver of training from the police training commission.
- d. Officers hired after police academy training but prior to being issued a regular PTC certificate (Alternate Routes and waiverable Special Law Enforcement Officer II graduates) are required to complete department agency training performance objectives to facilitate the awarding of a regular New Jersey Police Training Commission Certificate.
- e. Officers scheduled for basic police academy training are required to obey all the rules and regulations of the respective training academy attended.
- f. Individuals attending the police academy are responsible for ensuring they have the necessary supplies to attend basic police training (e.g. uniforms, weapons, etc.) The Department however may furnish certain items to recruits in the academy (e.g. red guns, marked police vehicles, etc.) in order for them to meet certain training objectives.
- g. No officer will be assigned to a position that requires the officer to carry a firearm or make arrests until such time as the officer has successfully completed a New Jersey certified PTC basic police training class.

2. Field Training

- a. All officers who are appointed as police officers to this department shall be assigned to field-training for a minimum of four (4) weeks prior to being assigned to regular patrol duties. This training will be conducted regardless of prior experience.

- b. Prior to being assigned to field training, new members shall be given a 2-weeks of in-service training regarding various aspects of the XXXXXXXXX Police Department's Operation including but not limited to:
 - i. Rules & Regulations
 - ii. Ethics
 - iii. The Police Manual
 - iv. Power Document Management System (DMS)
 - v. Firearms
 - vi. Radio Procedures
 - vii. Computer Aided Dispatch (CAD)
 - viii. Records Management System (RMS)
 - ix. Incident Command
 - x. Booking Procedures
 - xi. Officer Safety
 - xii. Workplace Harassment
- c. Each new member will be assigned to a senior officer each working shift. Their progress will be monitored and documented on the Field Training Checklist (XXX FORM #221).
- d. The training division will be responsible for coordinating the on-the-job training of the new member regarding the day to day operations of the XXXXXXXXX Police Department.
- e. The schedule for this training will be handled by the Training Unit and submitted to the Chief of Police or his designee for approval.
- f. The Training division will ensure that new members receive training and have knowledge regarding every division in the Department.
- g. On a biweekly basis, the *training checklist* which summarizes each trainee's progress will be filed. This list shall be forwarded to the Training Unit as well as the member's immediate supervisor. The checklist will remain with the trainee throughout the four (4) weeks.
- h. Deficiencies in member progress shall be documented and forwarded to the Training Unit and trainee's immediate supervisor for review as soon as possible.
- i. Checklists and other related documentation shall be filed in the members permanent personnel record and follow standard Department retention schedules regarding personnel information.

- j. Training documents shall be utilized in by the trainee's immediate supervisor when evaluating the member's application for permanent status during their probationary period.
- k. The XXXXXXXXX Police Department Training Unit will supervise all Field Training Officers.
- l. Field Training Officers shall be selected using the following criteria.
 - i. Time in service.
 - ii. Interest in instructing.
 - iii. Service and attendance record
 - iv. Job knowledge in assigned work area.
 - v. Personality.
 - vi. Supervisor's recommendation.
 - vii. Special training or skills.
 - viii. Final approval Chief of Police

3. In-Service Training

a. Program Content

- i. The Training Unit shall constantly evaluate the training needs of the department through:
 - The review of recent court decisions impacting law enforcement.
 - Operational directives and guidelines received from the Attorney General, County Prosecutor and Chief of Police.
 - Review of performance evaluations, written reports and the results of supervisory inspections.
 - Solicited input from the Chief of Police and other officers of the command staff.
- b. The following major topical areas that shall be given priority. While this directive and/or other guidelines may set the "mandatory" frequency for training in these areas, department policy shall be to present training on these topics as often as possible to reinforce the importance of the material.

- i. Use of force
 - ii. Firearms training – live fire and simulations
 - iii. Motor vehicle pursuit
 - iv. Arrest, search, and seizure
 - v. Unlawful profiling
 - vi. Constitutional issues and civil rights
 - vii. Harassment in the workplace
 - viii. Motor vehicle stops
 - ix. CPR/ first aid/ defibrillator
 - x. Incident Command System
 - xi. New technology or methods of operation regarding law enforcement
 - xii. Training in policies and procedures that reduce employee injuries and workplace accidents
- c. The training room will be utilized for in-service training of officers for classroom instruction. The physical training room will be utilized for instruction/training of officers in areas requiring hands on instruction/training.
- d. Any department instructor, prior to receiving authorization to conduct a training class, shall prepare a detailed lesson plan regarding the subject matter and submit it for approval to the supervising training officer.
 - i. The supervising training officer will review the material and confer with the command staff prior to issuing an approval.
 - ii. All lesson plans should demonstrate relevance to agency goals.
- e. Lesson plans may include provisions for a short test of the class participants to be conducted at the conclusions of the instruction.
- f. Class participants who fail to demonstrate a command of the subject material at the conclusion of training shall be recommended to the Training Unit for remedial instruction in the particular topical area. This instruction may include:
 - i. Repeat attendance at the training class, if available.
 - ii. Individualized instruction by training officers or class instructor.
 - iii. Intense supervision by the employee's immediate supervisor.

- g. All officers attending in-service training shall afford the instructor their complete attention and conduct themselves in an orderly and professional manner.
- h. The following are not permitted in the training room:
 - i. Newspapers or magazines
 - ii. Non-course related reading materials.
 - iii. Any other item that might prove to be distracting to the instructor.
 - iv. Food or drinks may be allowed upon approval of the training officer in charge.

4. Remedial Training

- a. A component of written directive governing Inspection Services provides for remedial training of employees when certain criteria are met.
 - i. Line and staff inspections provide an opportunity to evaluate the operation of the department in terms of effectiveness, efficiency and compliance with all written directives. This continuous process allows administrators to scrutinize the performance of employees at all levels of the organization.
 - ii. When a problem or deficiency is discovered, immediate corrective measures (including remedial training) will be employed to improve the delivery of police services and allow the department to achieve its stated goals and objectives.
- b. In the event that deficiencies are observed and reported in the line or staff inspection process, and it is determined that additional training may be necessary to correct the deficiencies uncovered, the deputy chief of police will forward a training request to the training unit.
 - i. The complexity of the training needed and the target group identified for the training will dictate the type of training program best suited for remediation of the identified deficiency.

- ii. Thorough documentation of completed training shall be forwarded to the deputy chief of police for inclusion in the inspection files.
 - c. Individualized remedial training may also be appropriate to address deficiencies observed by supervisors in the line inspection process and to address issues identified as a result of an internal affairs investigation.
 - d. In the case of isolated deficiencies identified as a result of line inspections, the first line supervisors may conduct individualized remedial training in which case both the deficiency identified and the remedial training conducted shall be reported to the deputy chief of police via memorandum.
 - e. For remediation of deficiencies identified as a result of an internal affairs investigation, the deputy chief of police will forward a training request to the training unit.
5. Mandatory In-Service Training (MIST)
- a. The XXXXXXXXXX Police Department has established in-service training programs to meet certain mandatory training requirements.
 - b. All members shall attend the scheduled MIST sessions and sign the appropriate attendance sheets at the classroom facilities to verify attendance.
 - c. Members who miss a scheduled session are required to advise their immediate supervisor upon returning to work to allow for rescheduling of the class. This notification requirement shall be in addition to any notification requirements concerning absence from scheduled external training.
 - d. MIST training may be conducted in any or all of the following formats:
 - i. Classroom Instruction
 - ii. Practical Training
 - iii. Online Training via NJ LEARN
 - iv. Online Quizzes or tests via NJ LEARN or Power DMS
 - v. Other formats as deemed suitable by the Training Unit.

6. The XXXXXXXXXX Police Department has established **annual** in-service training programs for all police that addresses the following:
 - a. Bloodborne Pathogens (BBP)
 - b. Hazardous Materials (HAZMAT) refresher
 - c. Right to Know
 - d. Criminal Law Updates
 - e. Domestic Violence
 - f. Air-Purifying Respirators (APR) Fit Test
 - g. Pepper Spray (OC)
 - h. Air Purifying Respirator (APR) & fit-testing
 - i. Dispatcher or call-taker update training (8 hours)
7. *Semi-Annual Training*
 - a. Firearms Training and Qualification: All officers of this department shall be required to undergo semi-annual firearms training and qualification.
 - b. Use of Force: All officers shall undergo semi-annual training on the use of non-lethal force, deadly force, and self-defense.
 - c. Vehicular Pursuit Policy: All officers shall be required to undergo semi-annual training on the Attorney General's Guidelines governing motor vehicle pursuits.
 - d. Victim/Witness Policy: All officers shall receive biannual training on the procedures regarding victim/witness notifications.
8. *Biennial*
 - a. Active Shooter Training: Shall be conducted as required. Large scale Department drills will be conducted biennially.
 - b. C.J.I.S. Training: All officers shall receive biennial training, including functional retesting to reaffirm their proficiency and to ensure compliance with C.J.I.S./NCIC policies.
 - c. Mental Health Refresher and Autism Awareness: As necessary, but no longer than biennially.
9. *Triennial*
 - a. Baton: All officers shall receive annual training in the use of the department authorized baton. Re-certification training shall be conducted as required.

- b. Ethics: All employees shall receive ethics training; to include a review of the department's adopted Code of Ethics. This training shall occur, at a minimum, biennially.
- c. Field Training Officer. Refresher every three years.
- d. Holding facility and temporary detention procedures: As necessary, but no longer than every three years.
- e. Racially-Influenced Policing. As necessary, but no longer than every three years.

10. Other Training

- a. Accreditation process: For all new employees within thirty days of hire and to all employees prior to reaccreditation on- site assessment.
- b. Breathalyzer Recertification: All officers who are certified breathalyzer operators are required to attend a refresher course for re-certification in breathalyzer operation every second calendar year following the year of certification/re-certification.
- c. Emergency Medical Technician (EMT)/Tactical Emergency Medical technician (TEMS): Competency-based refresher and recertification training based on State and National EMT curriculum including tactical training for TEMS. Training occurs triennially or as specified by the New Jersey Department of Health.
- d. Emergency Services Unit (ESU) Training: The ESU team shall conduct at least eight (8) hours of practical training monthly when unit is established and in existence.
- e. Healthcare/First Responder refresher training in conjunction with CPR and Automated External Defibrillator (AED): Refresher within two years of previous certification or by the certification expiration date as recommended by the American Heart Association.
- f. New or revised policies and procedures: To be received by effected member or employees as necessary.
- g. Police Training Commission (PTC) mandated training: All recruits prior to or during police academy training.
- h. Radar Recertification: All officers who are certified instructors or operators of radar are require to undergo recertification every third calendar year after their date of certification.

- i. Weapons Armorer. Refresher every three years or as per manufacturer's recommendation.

11. Supervisory Training

- a. Within one year upon the promotion of any officer, the training unit will ensure that the officer receives job related training designed to orient the officer to his or her new position.
- b. Officers receiving their first promotion to the rank of Sergeant shall also receive formal training in the below listed areas, as available:
 - i. Management
 - ii. Supervision
 - iii. Task-Specific Training (where necessary)
- c. Newly promoted Sergeants shall have their progress evaluated and documented on the Sergeant Training Checklist Form. (XXX FORM #222) This initial training period shall last at least 90 days and the checklist will be utilized when/where necessary by the supervisor(s) training them.
- d. All department supervisors shall attend departmental in-service on such topics as performance evaluation, personnel management, liability and supervision, and career counseling; on an as needed basis as determined by the command staff.
- e. Supervisors shall be sent to in-service training based on their rank, assignment and duties as deemed appropriate by the command staff.

12. Specialized Training

- a. Periodically the chief of police shall select personnel for specialized assignments that result in the need for additional or specialized training. Upon appointment to a specialized unit or position, the supervising training officer shall review the training records of the officer selected and make recommendations to the chief of police for additional training to prepare the officer to adequately perform the responsibilities of the new assignment.
- b. The following is a limited list of specialized assignments/positions within the police department and the corresponding training that is

recommended for the officer selected. The training in bold face print is required training for certification or assignment:

- i. Accreditation Manager
 - New Jersey State Association of Chiefs of Police (NJSACOP) New Accreditation Manager Program (within one year of appointment)
 - Commission on Accreditation for Law Enforcement Agencies (CALEA) Accreditation Manager Training (Optional)
- ii. Investigative Bureau – Detective
 - Criminal Investigation
 - Interviewing and Interrogation
 - Crime Scene Photography
 - Fingerprinting/Crime Scene Processing
- iii. Specialized Collision Investigator
 - Accident Investigation I
 - Accident Investigation II
 - Interviewing and Interrogation
- iv. Firearms Instructor
 - Firearms Instruction Course
 - Methods of Instruction
- v. Field Training Officer
 - Field Training Officer's Program
- vi. L.E.A.D. Unit (Previously D.A.R.E.)
 - L.E.A.D. Officer's Course
 - Methods of Instruction (as required by L.E.A.D.)
- vii. School Resource Officer (SRO)
 - Basic SRO

- Safe Schools
- L.E.A.D. (or D.A.R.E. equivalent)
- G.R.E.A.T. (recommended)
- Warning Signs of School Violence (recommended)

viii. Bicycle Patrol Training

- Bicycle Patrol Techniques

ix. Department In-Service Training Instructor

- Methods of Instruction
- Optional Training in Field of Individualized Expertise

x. Emergency Response Unit

- Basic Tactical Officers Course
- SWAT Command & Leadership Training (Supervisors)
- Specialized training (various)

xi. Breathalyzer Operator

- NJSP Breathalyzer Operator Basic Course
- NJSP Breathalyzer Operator Refresher Course

13. Roll Call Training – Patrol Officers

- a. The watch commander shall conduct roll call training at the beginning of each watch.
 - i. Roll call training shall be designed to provide updated and refresher information on any topic that might impact the patrol officers.
 - ii. Roll call training shall be planned to last no more than 10 minutes in duration.
- b. The training unit is responsible for the coordination of roll call training and shall provide written instructional material to the watch commanders to facilitate the training.
- c. The training unit shall develop a system for the preparation of the written instructional material, and he may solicit the assistance of

other department supervisors for the preparation of said materials. When requested, department supervisors shall assist by preparing a short training outline for the requested topic.

- d. The training unit may also request any officer who has recently attended a training session (internal or external), to provide a training outline on the topic. If available, the watch commander may utilize any such officer to present the roll call training.
- e. Roll call training shall be utilized to expose new and modified department written directives to all officers of the patrol division.

14. Written Directive Training

- a. The training unit shall coordinate all initial department training on the written directive system and initial training of new employees regarding written directives.
- b. All new and revised written directives will be electronically distributed to department personnel by way of the Power DMS system utilized by the department. However, in order for written directives to become and remain operational, they must be actively understood, supported and enforced by supervisors. Making sure that employees understand and comply with the written directives is a primary responsibility of supervision.
- c. When new or revised orders are distributed, supervisors are required to review and discuss the order and/or changes with their personnel to ensure that the order is understood. For patrol bureau personnel, this review shall be accomplished as roll call training.
- d. Supervisors shall report all positive and negative feedback received from this process to the training unit supervisor who will confer with the Chief of Police to determine if additional training, clarification or modification of the order is needed.

15. Civilian Employee Training

- a. The department supervisory officer having command over any civilian employees shall evaluate the responsibilities of the civilian positions and determine if any specialized training is required.

- b. Immediately after appointment, all civilian employees shall receive training consisting of the following:
 - i. Orientation to the agency role, purpose and goals, as well as all applicable department written directives.
 - ii. An outline of the responsibilities for the position to which they were appointed.
 - iii. Familiarization with working conditions and regulations,
 - iv. Individual employee rights (contractual and non-contractual),
 - v. Any additional job specific training that may be determined necessary.

16. Auxiliary Training

- a. Persons who currently qualify under the heading of auxiliary members of the department are the volunteer members of the Domestic Violence Response Team (DVRT) as well as students who have enrolled in the Department's Internship Program.
- b. The training unit shall ensure that all personnel who volunteer for the DVRT receive at least the minimum amount of training as required by the county prosecutor and/or Attorney general BEFORE any member is permitted to participate in activities associated with a DVRT callout.
- c. As soon as practicable, all auxiliary members shall be trained at minimum in the following:
 - i. Ethics
 - ii. Workplace Harassment
 - iii. Workplace Safety

C. Lesson Plans

- 1. Lesson plans are required for all training courses. The lead instructor shall provide the Supervising Training Officer with a copy of the lesson plan prior to conducting training.
- 2. Instructors preparing a course content or lesson plan should consider some or all of the following:
 - a. Course Title
 - b. Course
 - c. Description

- d. Goals & Objectives
 - e. Time Required
 - f. Resources/Logistical Considerations
 - g. Instructor/preparer Identification
 - h. Name(s) of instructor(s)
 - i. Training outline detailing the material to be covered
 - j. Teaching strategies
 - k. Teaching Aids
 - l. Qualification and/or testing of attendees when applicable
 - m. Names of attendees
 - n. Retention of training data
3. Training that is complex in scope may also require a comprehensive Action Plan.

D. Attendance at Training Sessions

1. Members shall consider their scheduled attendance at training courses a mandatory duty assignment and unexcused absences from such training shall be treated as absence without leave. All officers scheduled for training shall report to the training location at the time and date scheduled.
2. All personnel who are scheduled for training shall receive a Personnel Order confirming their attendance.
3. Officers attending training sessions are required to comply with all other written directives governing on-duty conduct.
4. Any officer who is unable to attend a scheduled training session shall be required to notify the watch commander as soon as practicable and advise them as to the reason they cannot attend. The watch commander shall then in turn forward a written notification to the Training Unit. The Training Unit shall as soon as possible contact the course sponsor and advise them that the member will not be attending the course.
5. In the event that an officer cannot attend a scheduled training session covering a topic that is classified as mandatory training, the Training Unit will be responsible for rescheduling the officer for the mandatory training on the next available date.

6. All employees attending training sessions, whether internal or external, shall comply with the department directive concerning uniforms and civilian attire.
7. All ESU members scheduled to attending ESU training shall notify their immediate supervisor of such training at the earliest possible opportunity but in no event later than 48 hours prior to the commencement of such training. The notification shall be made in writing. Failure to provide the notice may result in the denial of the officer opportunity to attend the training.
8. Upon completion of an outside training course, the employee will be expected to provide the Training Unit with proof of attendance or successful completion (e.g. training certificate) as well as copies of any course material.
9. Employees shall forward a copy of the training certificate documenting their attendance to the Training Unit within five (5) days of completing the training. If no training certificate is issued, employees are required to generate an Administrative log within five (5) days of completing the training memorializing the date(s) of attendance and the program/course title. The Administrative Log shall be forwarded to the Training Unit upon completion.
10. Upon request, the employee shall utilize any training received to instruct other employees.
11. The employee must be in compliance with the directives under which the training course is being operated. The time lost must be made up, if permitted, before a certificate of completion will be issued.
12. Cancellation of an employee's scheduled class due to personnel shortage will only be done as a last resort and at the direction of the Chief of Police, a Deputy Chief, or a duly authorized designee.

E. Request for In-Service Training

1. Employees requesting to attend elective in-service training shall submit an Advisory to his or her immediate supervisor for approval.

2. Training unit supervisors may interview the requesting employee to determine the necessity and value of the requested training to the agency and the individual employee.
3. The Advisory shall be submitted to the Training Unit through the chain of command and the supervisory officers in the affected employee's chain of command shall include their recommendation for the training on the form.
4. The employee submitting a request for training will be advised in writing of the approval or denial of the requested training.
5. Employees that request to attend a specific specialized or advanced outside training course may be scheduled when the budget and staffing allow for their attendance at this course.
6. Employees shall not make any arrangement to attend the requested training course until this process is completed and they have received written notification from the Training Unit authorizing them to attend the training course.
7. If a training request is disapproved they shall receive a copy of the disapproved request and written notification from the Training Unit detailing the reason that the request was denied.

F. Training Records

1. Training Records shall be maintained utilizing by the NJLEARN computerized database and by maintaining physical records.
2. Physical records shall be maintained in an independent file system organized by employee name and accessible only by Training Unit personnel.
3. Sign-in rosters from semiannual refresher training, roll call training, or other similar group training, shall be physically maintained in a file system organized by year and broken down alphabetically by the name of the course or instruction.
4. Training records will be treated the same as personnel records and only those persons authorized Department policy or law will have access to the records.

5. The Training Unit shall ensure that personnel training records are current and readily available.
6. Employee training records shall be maintained for a period of six years after termination from employment with the Department as per New Jersey State Division of Archives and Records Management General Records Retention Schedule (Ref. NJDARM Document #M100000-905).

IV. VIOLATIONS OF POLICY OR PROCEDURE

- A. Any member who violates this General Order or the Procedures herein may be subject to disciplinary action.