



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Personnel Management

Section: 313.3

Subject: Career Development

Topic: Training Records

Accreditation: O.05.01, P.05.03, T.04.01

Revised:

Reaffirmed:

Enacted: 12/7/2016

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Review: 11/01/2020

I. PURPOSE

The purpose of this General Order is to provide guidelines for the control and maintenance of training records by the Loudoun County Sheriff's Office.

II. POLICY

It is the policy of the Loudoun County Sheriff to maintain current, accurate and confidential training records for each employee.

III. PROCEDURE

Training records are a vital and necessary part of the agency's training function. The Training Section is responsible for maintaining current computer and/or hard copy files of the training classes each employee has attended, agency-sponsored training and the lesson plans of those in-house training programs. The Training Section will review all files on an annual basis and update them as appropriate.

A. A training file for each employee of the Sheriff shall be maintained by the agency's Training and Accreditation Section. Individual employee training files shall be updated by Training and Accreditation Section staff following participation in any authorized training program along with submission of training documentation. Information concerning completed training shall include, at a minimum, the following:

1. Title of training
2. Date(s) and number of hours attended
3. Instructor or agency providing the training
4. Names of all agency personnel attending the training
5. Detailed/hour-by-hour agenda (for in-house training courses)
6. Partial In-service Credit Form with instructor signature, if applicable
7. Copy of certificate of completion, if available.

- B. Each employee shall be responsible for periodically reviewing his/her training file to ensure the information contained therein is current and accurate. Individual review will be conducted at the request of the affected employee and should be completed at a minimum of once per calendar year.

- C. Information in the employee's training file shall include, but not be limited to, the following:
 - 1. Firearms certification;
 - 2. Documentation showing the completion of specialized schools and mandatory in-service classes attended.

- D. The agency's Training and Accreditation Section shall ensure the confidentiality of employee's records.
 - 1. Request for the release of training records outside the agency shall be routed through the Administrative and Technical Services Division Commander. Requests that may involve litigation shall be processed through the County Attorney's Office.
 - 2. If it is determined that such records are excluded from the mandatory disclosure provisions of the Virginia Freedom of Information Act, § 2.2-3700 *et seq.* of the Code of Virginia, a written explanation as to why the records are not available shall be made to the person requesting the records.