



**Chapter:** Department Training and Professional Development  
**Subject:** 15-02 – Training Records  
**Effective:** September 11, 2024  
**Supersedes:** Official Order 15-02, dated April 19, 2022  
**Distribution:** Department Members

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**PURPOSE:** This Order establishes department policy and member responsibilities for training records.

#### **15-02-1 MEMBER RESPONSIBILITIES**

- A. Members are responsible for ensuring the Annual Training Record, UD-034 or UD-034a, maintained by their worksite is accurate. Enforcement members shall document all trainings completed during the calendar year on a UD-034, non-enforcement members will use the UD-034a.
- B. Enforcement members shall use the Firearms Training and Inspection Record, TD-007, to document department firearms training.
  - (1) A member's TD-007 shall be provided to the worksite commander upon request and available to the worksite inspection team when requested.

#### **15-02-2 COMMANDER RESPONSIBILITIES**

- A. The worksite commander shall maintain overall responsibility for the training records of the members under their command. This responsibility includes an audit of training records to determine each member's progress towards completing the required annual training. Commanders shall take appropriate action to ensure the members under their command complete all required training by December 31.
- B. Worksite commanders shall identify a central file location to store training records and establish a standard naming convention to be used.
  - (1) The worksite shall maintain training records for the current year plus one. The worksite is responsible for submitting training records to the Human Resource Division for records retention.
  - (2) Training records shall be made available to the worksite inspection team.
- C. Worksite commanders shall document in a UD-040 any leave (i.e., medical leave, military leave, or administrative leave) or light duty assignment which prevented a member from completing required training. This memorandum shall be kept in the member's training records file and made available to the worksite inspection team.

**15-02-3 LEARNING MANAGEMENT SYSTEM**

- A. The Professional Development Bureau shall maintain oversight of the department's Learning Management System.
- B. All required department training shall be announced on Official Correspondence and entered into the department's Learning Management System to track the training.

**15-02-4 TRAINING INSTRUCTOR RESPONSIBILITIES**

- A. Training instructors shall maintain a record of each course taught. The record shall include:
  - (1) Course content and length (i.e., lesson plans)
  - (2) Names of attendees
  - (3) Performance of individual attendees as measured by any tests or other grading/evaluations used in the training process
- B. Training instructors shall ensure the final course record is stored in the department's Learning Management System within 10 days following the completion of the course.
- C. When the training is Michigan Commission on Law Enforcement Standards (MCOLES) certified, the instructor shall provide the class roster to the Professional Development Bureau for entry into the MCOLES Information and Tracking Network (MITN) for MCOLES certification and credit for attendance.
  - (1) To access MCOLES to obtain training records, members should go to <https://www.michigan.gov/mcoles>, go to online services and click on "Law Enforcement Officers Access to MCOLES Information and Tracking Network."

DIRECTOR

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**Annual Review Responsibility:** Professional Development Bureau

**Accreditation Standards:** CALEA 33.1.6