



PARADISE VALLEY POLICE GENERAL ORDER

Training Files

Order Number

33.8

Date

10-24-19

33.8 Training Files

- A. A training file *should* contain a record of all training received by the *employee* from the date of hire. The record *shall* include the type of training received, the date of the training, the name of the instructor, the length of the training and, if a test was administered at the conclusion of the training, whether or not the employee succeeded in the test.
- B. The record *shall* record the *employee's* compliance, if *sworn*, with the *AZ POST* training requirements.
- C. Records shall also be maintained for each training class. The records shall include the lesson plan or course content, names of attendees, and performance of individual attendees on any tests. These records will be maintained by the TRACE Unit.