

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Office Training Files		CHAPTER/SECTION NO.: 23.8	
EFFECTIVE DATE: 12/11/01		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <b><u>** See Master File</u></b> <b>SHERIFF</b>	
STANDARD NUMBER: 33.1.7			

## 23.8 Policy

- 23.8.1 Inter-office training files are used to record the type and amount of training afforded by the office. Records found in office training files should consist of, at a minimum:
- A. The lesson plan for the course of instruction.
  - B. A roster of the names of each employee attending the training, along with the date of the training and the number of hours.
  - C. If competency tests were administered, the score or pass/fail documentation of each person taking the test(s).
- 23.8.2 Written records of all proficiency and career specialty in-service training are maintained by the training coordinator.