
 <p style="text-align: center;">University of Pittsburgh Police Department</p> <p style="text-align: center;">Rules & Regulations Manual</p>	Reference Number: (Chapter / Section)	2 – 13 PLEAC 1.10.1; 1.10.2
	Issue Date:	10-29-09 Reviewed: 12/2018
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	Rescinds:	All Previous
	Amends:	N/A
Title:	 By Order of James K. Loftus, Chief of Police	

1.0 **Policy**

It is the policy of The University of Pittsburgh Police Department to provide current and professional training to its members. This training provides for a more professional department by keeping abreast of new innovative ideas and procedures in police practices. This directive is established to provide guidelines to maintain records of training and education that has been successfully completed by University of Pittsburgh Police Department members.

2.0 **Procedures**

A. Employee Training Records

1. The University of Pittsburgh Police Department will record, maintain, and update all training records of courses that all agency personnel attend. This information shall be recorded for each employee and it shall include the type of training, the date(s) of the training, any certificates received, and any available test scores.
2. The Training Coordinator shall be responsible for maintaining accurate and updated training records. Training certificates and other training records may be included in the employee's training file.
3. It shall be the responsibility of each employee to provide the Training Coordinator with a copy of any training certificates, as soon as possible, following the employees receipt of that information.

(PLEAC 1.10.1)

B. Training Records of In-House Classes

The Training Coordinator shall maintain records of training programs conducted in-house. Records of any in-house training classes shall include at a minimum:

1. Course name and topic area.
2. Course content (lesson plans) for all in-house training programs taught by departmental instructors.
3. Names of agency attendees, including a copy of the class roster for all in-house training courses.
4. Performance of individual attendees and the measuring tests, if administered, and what type of test or evaluation was used.
5. For certified courses and courses required by Municipal Police Officers Education and Training Commission, a copy of the instructor's certificate to teach the course material.
6. Any certificates of training issued to the attendees.

(PLEAC 1.10.2)