

## 1-01/080.15 - "Training" Copies

Training copies of the manual have a four digit number on the inside of the front cover. The covers are held together by three posts and screws, and the words "Manual" and "Training Copy" appear near the top of the front cover.

Training copies of the manual are assigned to Field Operations and Detective Units for loan to incoming personnel who need to learn current field procedures and to already assigned personnel who need to familiarize themselves on current procedures.

The Training Sergeant or, when there is no Training Sergeant, the Unit Manuals Coordinator, shall maintain a check-out/ check-in system to record and control the location of all training copies on loan to Unit personnel.

Training copies contain only Volumes 4 and 5.

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