# 86-001 TRAINING RECORDS RETENTION - FIELD TRAINING PROGRAM

Los Angeles County Sheriff's Department

**FIELD OPERATIONS DIRECTIVE**

Field Operations Support Services

**TRAINING RECORDS RETENTION - FIELD TRAINING PROGRAM**

It is the policy of the Field Operations Regions that all Field Training Program (FTP) training records documenting the progress and successful completion of patrol training be retained for a period of **two (2) years** from the date a trainee completes training in his training record file. They shall not be placed in the trainees' personnel file.

The only three documents of training information that shall be **permanently retained** in a trainee's personnel file at the time the employee completes training are the:

- **Training Summary,**
- **Final off training evaluation, and the**
- **Formal release from training memorandum from the station Captain**

A copy of the aforementioned three documents along with all other Field Training Program training records shall be securely stored for two years. **At the end of the two (2) year period all of these records shall be destroyed**.

Field Training Program training records are those documents outlined in the **Field Training Officer Manual** such as: the Standardized Evaluation Form, Training Checklist, Written Examinations, Quizzes, Performance Tests, and Practice Reports.

If a trainee fails to successfully complete the Field Training Program due to failure or hardship and transfers back to a non-patrol assignment, all of the employee's Field Training Program training records shall be neatly assembled and bound in a notebook type binder.

The binders and fasteners may be ordered directly from Central Supply:

- DSR #7010804, Unit-Each, Binder, Accopress, 11"x 8 1/2";
- DSR #7039423, Unit-Box, Fastener-Paper-T/Base, 8 1/2 cc3"-50).

Once the records are properly bound they shall be forwarded to **Field Operations Regions Training (F.O.R.T.)** with a cover memorandum indicating the date and nature of the return to Custody (i.e.. Failure or Hardship).

When the trainee returns to a Field Operations station, Field Operations Regions Training staff will send the training records to the station Training Sergeant. The Training Sergeant may use the records as a reference to

evaluate the difficulties that the trainee exhibited on the first attempt at patrol training. The records may also be used to ascertain if any progress in remediation had been made during the previous twelve months.

When an employee, (sworn or civilian, on or off training), **leaves county service**, (death, resignation, demotion, etc.) all relevant training records shall be included into the employees personnel record. Relevant training records would include the following documents:

- Field Training Summary,
- APIS record,
- Unit Training Record Card, (SH-R-433)
- Any computerized training record summary for State, Department, and Unit Optional training,
- Significant memorandums regarding training deficiencies and personnel transfer.

If the employee's personnel records are sent prior to the inclusion of these training records, the Training Sergeant shall separate the aforementioned records from less significant and voluminous records such as: sample reports, logs, training evaluations, etc., and forward them to the **Director of Personnel Services, attention Vault Section**, (attachment 1), for inclusion in the employee's personnel file folder.

**NOTE: Training records of employees who have left Department service shall not be sent to Field Operations Regions Training.**

(Attachment 1) COUNTY OF LOS ANGELES

S H E R I F F ' S  D E P A R T M E N T

DATE: May 7, 1991

OFFICE CORRESPONDENCE

FROM: JOHN EXAMPLE, SERGEANT TO: VICTOR RAMPULLA, DIRECTOR FIRESTONE STATION PERSONNEL SERVICES

Attn: Vault Section Supervisor SUBJECT: TRAINING RECORDS FOR RESIGNED EMPLOYEE - TOM TRAINEE #123456

Please include these attached training records into this employees personnel file. These records are critical in documenting certain dates and events that occurred in patrol thereby protecting our Department from both protracted criminal and civil litigation.

These records are also vital in determining this former employee's qualifications for re-hire with our Department.

cc: Field Operations Regions Training (COVER MEMO ONLY)