

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

Field Operations Directives (FODs) : 86-001 TRAINING RECORDS RETENTION - FIELD TRAINING PROGRAM

cc: Field Operations Regions Training (COVER MEMO ONLY)
