

### 35.3 Agency Sponsored Courses

TRAINING

**STANDARD 35.3**     **The agency maintains accurate records for all training courses that it sponsors. Lesson plans, an official copy of the course curriculum, and supporting materials used in the training are maintained indefinitely.**

*Commentary:*            *This standard refers to training that is conducted by the agency (using agency instructors and/or instructors from other law enforcement agencies).*

#### Compliance Verification Strategies

Assessors may seek to verify compliance with this standard by using one or more of the strategies listed below. There may be other strategies identified by the agency which could also be acceptable.

1. Training records for all courses that the agency has sponsored are available for review.
2. Copies of the curricula and all lesson plans for each course sponsored by the agency are available for review.
3. Interview(s) with personnel responsible for maintaining training records to verify agency compliance with the standard.