

Section 35 – Training Records

New York State Law Enforcement Accreditation Program

35.1 Personnel Training Records

TRAINING

STANDARD 35.1 **The agency requires that current training records are documented for all sworn personnel.**

Commentary: This standard concerns the employees' individual training records including basic, in-service and specialized training courses whether sponsored by the agency or not. These records may include, but not be limited to, such information as dates attended, total hours and name of the course.

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. Personnel training records to verify that they are up-to-date and properly documented are available for review.
2. Interview(s) with personnel responsible for the training function to verify their knowledge of and compliance with the standard.
3. Interview(s) with randomly selected personnel to verify the accuracy of the training records.