



<b>Policy Name:</b>	<b>TRAINING RECORDS</b>		
<b>Policy #:</b>	AD 7.6	<b>Last Updated:</b>	2022-05-12
<b>Issued By:</b>	SUPPORT SERVICES BUREAU	<b>Approved By:</b>	SURREY POLICE BOARD
		<b>Review Frequency:</b>	AS REQUIRED

**RELATED POLICIES**

*AD 7.1 Training Standards – Use of Force*

*AD 7.4 Learning Management System*

*AD 7.5 Mandatory Training*

**1. PURPOSE**

- 1.1. To ensure that guidelines are provided for Surrey Police Service (SPS) Members for the retention of Training Records.
- 1.2. To comply with BC Provincial Policing Standards regarding the storage and retention of SPS Member training records.

**2. SCOPE**

- 2.1. This policy applies to all SPS Members.

**3. POLICY**

- 3.1. SPS Recruiting Section is responsible for:
  - i. Recruit Member police training records, including records provided by the Justice Institute of British Columbia (JIBC), Police Academy; and
  - ii. Field Training Officer records for a Block II Recruit Member.
- 3.2. The Training Section, Leadership Development Unit (LDU) is responsible for:

- i. ensuring records are maintained for all in-service training courses, including but not limited to:
  - a. course content;
  - b. names of attendees in a nominal roll;
  - c. names and qualifications of instructors; and
  - d. performance of attendees as measured by exams, if applicable; and
- ii. maintaining a list of available in-service training programs and program details.

3.3. The Training Section, Operational Skills Unit (OSU) will keep records of all use-of-force training completed by Members, including:

- i. ensuring that all Members' mandatory use-of-force training qualifications, and re-qualifications are completed;
- ii. ensuring records are maintained for all Members regarding the status of their mandatory use-of-force training requirements and qualifications; and
- iii. notifying a Member's Supervisor and the Employee Services Section when a Member's mandatory use-of-force qualifications are expiring or have expired.

3.4. Member advanced skills training will be provided internally through LDU, and externally through the JIBC, the Canadian Police College, the Canadian Police Knowledge Network, and by other external training facilitators approved by LDU (see AD 7.5 *Mandatory Training*). Records of all advanced skills training will be maintained by LDU.

**APPENDIX A: DEFINITIONS**

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“OSU” means Operational Skills Unit.

“LDU” means Learning Development Unit.

## APPENDIX B: REFERENCES