



# Santa Cruz Consolidated Emergency Communications Center

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**9-1-1**  
FIRE  
POLICE  
MEDICAL

## COMMUNICATIONS OPERATIONS TRAINING POLICY/PROCEDURE

<b>Policy No.</b>	<b>8050</b>	Date Issued:	December 10, 2003
Section:	8000 - Training	Date Revised:	
Accreditation Standards:	CALEA 5.1.6		

**SUBJECT: TRAINING RECORDS**

APPROVED:




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Michael J. McDougall, General Manager

### 1.0 Purpose

To ensure all training provided to employees is adequately documented, employee records will be updated following their participation in training programs.

### 2.0 Procedure

- 2.1 The Training Unit will maintain training records for all personnel.
- 2.2 Adequately documented training will include the date and type of training, any certificates received, and test results (if any).
- 2.3 Training records are considered developmental and will not be included in regular personnel files. Training records are considered confidential.