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9-1-1 FIRE POLICE MEDICAL

Scotty A. Douglass
General Manager

COMMUNICATIONS OPERATIONS
TRAINING POLICY/PROCEDURE

Policy No.	**8130**	Date Issued:	June 1, 1996
Section:	8100 – Training Academy	Date Revised:	March 11, 2009
Accreditation Standards:	CALEA 5.2.2		

SUBJECT: TESTS

APPROVED: _____

Scotty A. Douglass, General Manager

The Support Services Manager will develop and administer written, oral and/or practical tests in order to measure the amount of information presented and retained during the training academies. Trainees must complete all training academies with a minimum score of 80% on written tests and an average of 75% on the practical application scenarios.

1.0   Every test will identify the subject matter being tested.

    1.1   Upon completion, the Academy Instructor administering the test will score the results.

2.0   Completed and scored tests will be forwarded to the Support Services Manager for review and retention.

3.0   The Support Services Manager or their designee will update training records and track and trend the performance of active trainees.

    3.1   The Support Services Manager or their designee will maintain a training file for individual trainees that, at a minimum, will contain all completed Training Academy tests and worksheets.

4.0   All training records are considered developmental and will not be included in regular personnel files. Training files are confidential.