

ALTERNATIVE TRAINING METHODOLOGY

1. Training must be applicable to the officer's duties and responsibilities. This should be determined by the department's training officer or agency head or designee.
2. A qualified instructor, having specific knowledge of the subject matter included in the training, should be present or accessible during the entire training experience.
3. Such training shall be documented on an in-service training record form and signed by the qualified instructor and the department's training officer or agency head or designee. This form shall include, at a minimum, the location, subject matter, number of hours, dates of training, test score, and qualified instructor's name.
4. In-service training records shall be made available to the Division staff for review upon request.