

1019. TRAINING RECORDS

Upon receipt by the Commission of an Initial Employment Report, Form F-1 properly identifying an individual officer, the Commission will maintain a file for that officer and record certified training completed, as well as other personnel information, if properly documented. It must be emphasized, however, that each officer should maintain his own training and education records, documented by transcripts, certificates, diplomas, letters, or notices of course completion. (See Forms F-6, F-10, and F-18)