

ANNUAL TRAINING LOG

Officer: _____

Code/Badge Number: _____

KLEC Certified In-Service Training (40 hours):

_____ / /
Course Date

Legal Training: (annual legal update for all members)

_____ / /
Course Date

Use of force (response to active resistance) shall include qualification/certification of any weapons or special equipment the officer/deputy may utilize.

Firearms training must be conducted at least twice per year with one lowlight training. (Designate which qualification/training was done in lowlight.)

Primary Firearms Pistol Qualification/Training – KRS and KLEC required yearly
(KLC Insurance Services recommended 50 round) (KLEC required Form 68-3)

First Qualification/Training:

_____ / /
Course - lowlight Date

Second Qualification/Training:

_____ / /
Course - lowlight Date

All weapons shall be qualified annually to include off-duty weapons, shotguns, and patrol rifles.

Off-duty:

Course

____/____/____

Date

Shotgun:

Course

____/____/____

Date

Rifle:

Course

____/____/____

Date

Firearms training must meet all other requirements set forth in the Kentucky Revised Statutes.

Firearms Simulator Training: (free provided by KLC Insurance Services)

Course (Host Site Location)

____/____/____

Date

Taser Initial Certification:

Course

____/____/____

Date

Taser Annual Certification:

Course

____/____/____

Date

Taser Instructor Certification:

Course

____/____/____

Date

Vehicle Operations - Pursuit/Emergency Operation of Vehicles: (free KLC Insurance Services training available)

Course

____/____/____

Date

Diminished Capacity/Excited Delirium: (free KLC Insurance Services video and policy at KLC Insurance Services website)

Course

____/____/____

Date

First Aid/CPR: (CPR yearly or every two years as required)
Tourniquet and Gunshot Wounds (yearly refresher)

_____	____/____/____
Course	Date

Handcuffing: (free KLC Insurance Services website video)

_____	____/____/____
Course	Date

Slip and Fall Training: (free KLC website video)

_____	____/____/____
Course	Date

Fire Extinguisher Training: (free at KLC website - video is 2:55 long)

_____	____/____/____
Course	Date

Confined Space: (free at KLC Insurance Services website in Loss Control video section)
(KACP accreditation standard video is 10:49 minutes)

_____	____/____/____
Course	Date

Wellness Training:

_____	____/____/____
Course	Date

Yearly Policy Review:

Search and Seizure/Arrest:

_____	____/____/____
Course	Date

Biased-Based Policing:

_____	____/____/____
Course	Date

Care/Custody/Restraints/Transportation of Prisoners:

_____	____/____/____
Course	Date

Domestic Violence & Agency Employee-Involve Domestic Misconduct:

_____	____/____/____
Course	Date

Off-duty Conduct of Officers/Deputies and Off-duty Paid Details:

_____	____/____/____
Course	Date

Sexual Harassment/External Sexual Misconduct by Officers/Deputies:

_____	____/____/____
Course	Date

Selection and Hiring: (for personnel who may be faced with this issue)

_____	____/____/____
Course	Date

Complaints and Internal Affairs Investigations:

_____	____/____/____
Course	Date

Special Operations: SWAT, Narcotics, High Risk Warrants Service
(for personnel who may be faced with this issue)

_____	____/____/____
Course	Date

Ethics:

_____	____/____/____
Course	Date

All training should be documented on the training form and kept in the training file reference KLC Insurance Services training policy. For category please provide date and type of training in the space provided.

Contact your KLC Insurance Services Loss Control Law Enforcement Specialists for more information.

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