tion and customer toll records will be made only upon presentation of valid legal process (court order, search warrant, civil or criminal subpoena or administrative summons).

Emergency requests for In Progress Traces and Hostage/Barricade situations will be made through BOEC. Members aware in advance of the need for a call trace, or when involved in a hostage situation, will notify BOEC. Appropriate phone company numbers are available in the Problem Solving Resource Guide.

---

**690.00 TRAINING – PRECINCT/DIVISION**
Index: Title

**PROCEDURE (690.00)**

a. General.
   1. The Training Division (Training) is responsible for the maintenance of training records for all members.
   2. If there is no significant impairment of operations, precincts/divisions may conduct proficiency or tactical training.
   3. In order to maintain training consistency throughout the Bureau, Training will review for approval all precinct/division-training programs. This requirement does not apply to Special Emergency Reaction Team (SERT), Hostage Negotiation Team (HNT), or Explosives Disposal Unit (EDU) training.

b. Specific.
   1. Precincts/divisions intending to conduct proficiency or tactical training will submit their proposal in writing to Training for review not less than 30 days prior to the first day of training. The Training manager may waive the 30-day requirement.
   2. Training will approve or disapprove training proposals. In the event of disapproval, reasons for rejecting the program will be set forth in writing. RU managers may appeal disapproved programs, through channels, to the Chief of Police in instances where they feel there is a compelling need to present the training.
   3. Training may monitor precinct/division training in an inspectional function.
   4. RU managers will be responsible for reporting the names of instructors and attendees in their training programs to Training within 10 days of each instructional period. Training will enter the subject and hours of training in each member's training record.

---