

WEST PALM BEACH POLICE DEPARTMENT

II-8 TRAINING

EFFECTIVE: 09/15/05

CALEA Standards: 33.1, 33.3, 33.5, 33.6.1, 33.7–33.8 41.2.8

CFA Standards: 14.01– 14.07, 14.09-14.13, 35.03

I. POLICY: This Department encourages all members to improve personal skills, knowledge and abilities necessary to satisfy the values and accomplish the mission of the Department through education and training. Training serves three broad purposes. First, well-trained officers are generally better prepared to act decisively and correctly in a broad spectrum of situations. Second, training results in greater productivity and effectiveness. Third, training fosters cooperation and unity of purpose.

In-service and career development training certified by Criminal Justice Standards and Training Commission (CJSTC) enables sworn members to maintain their State certification. Civilian members have access to many of the same training opportunities through the Department and the Human Resources Department.

II. DEFINITIONS:

A. In-Service Training - Training, in addition to recruit training, received by agency members to enhance skills, knowledge, and abilities. This may include specialized training, career development, promotional training, advanced training, or roll call training and/or periodic retraining or refresher training.

B. Specialized Training - Training to enhance skills, knowledge, and abilities taught in either recruit or other in-service programs. Specialized training may address supervisory, management, and/or executive development training, or it may include technical and job specific subjects (e.g., homicide investigation, finger print examination, juvenile investigations, etc.).

C. Instructor - Any member who has advanced training, skills, knowledge, and ability in a topic or discipline and who is designated as a full-time or part-time instructor for the department. Part-time (adjunct) instructors are subject to the approval of the Training Sergeant.

III. TRAINING COMMITTEE:

A. The Training Committee reports to the Office Of The Chief and acts as a steering committee to guide the efforts of the Training Unit.

B. The Training Committee is composed of five members. Assistant Chiefs from each Bureau will be responsible for appointing a member from their respective bureaus to serve on the Training Committee. Internal Affairs will provide the fourth member while the Accreditation unit will provide a fifth member to ensure accreditation standards are adhered. Each member should serve for one continuous year but no longer than four consecutive years. The membership of the committee should not change by more than 50% within a period of one year. The chairperson of the committee is elected by the committee members upon the initiation of the committee, and/or at the January meeting of the committee or during the month when the current Chairperson resigns.

1. The Committee meets at least quarterly and sends its meeting reports to the Office of the Chief with copies provided to the Assistant Chiefs of the three bureaus and the Captain of the Staff Services Division as well as all current members of the Training Committee.

C. The purpose of the Training Committee is to provide a cross-organizational body of senior professional members that have the combined visibility of all aspects of department operations. They are to provide strategic guidance to the training efforts within the department. These members should also have full access to inspection results of their organization and/or areas of involvement and have knowledge of detail operations so as to identify training opportunities/needs that will improve the overall department effectiveness, productivity and morale.

The Training Committee is responsible for the content of this procedure and the Field Training Officer standard operation procedure and for the overall effectiveness of the department training program. It has

the authority to direct the strategic efforts and high level techniques used by the Training Unit for the betterment of the Department.

IV. TRAINING UNIT FUNCTIONS:

A. Conduct and coordinate departmental training activities to include in-service, on-the-job, specialized, advanced, and periodic refresher training.

B. Coordinate Department personnel attending training programs provided by other criminal justice agencies. Also coordinate other criminal justice agencies' personnel attending training programs provided by the Department.

C. Ensure training programs which comply with F.D.L.E. CJSTC training standards and Department needs are available for police officers and civilians.

D. The Training Unit Staff is charged with, but not limited to the following:

1. The review and evaluation of the members' job-task analysis will be considered in the development of the Department training program curricula, when necessary.
2. Will evaluate, update, and revise Department training programs as needed.
3. Designate the instructors for courses.
4. Will assist in budget preparation so training needs are met.

V. NEWLY APPOINTED MEMBERS ORIENTATION:

A. All sworn members will successfully complete the appropriate minimum state certification program prior to assignment in any capacity in which the member is allowed to carry a firearm or make an arrest, except as part of a formal field training program.

B. During the orientation, new civilian and new sworn members will receive training in, but not limited to;

1. The agency's role, purpose, goals, policies, procedures, rules, regulations, reports, and radio procedures.
2. Working conditions, including applicable bargaining agreements.
3. Rights and responsibilities of each member.
4. Familiarization with the accreditation process.

VI. ANNUAL/BIENNIALLY AND REFRESHER RETRAINING PROGRAM:

A. All sworn personnel are required to complete an annual/biennially in-service retraining program which will include all Criminal Justice Standards and Training Commission mandates, and legal updates.

1. Legal updates provided by the Office of the Attorney General, the Office of the State Attorney or other competent legal authority will be electronically distributed by the Staff Services Division when received.
2. All sworn officers will qualify annually with their duty weapon and their off-duty back up weapons with the Department's Range Master.
3. All sworn officers will annually attend Use of Force re-fresher training.

4. Biennially, training will be conducted on all issued less than lethal and non lethal duty weapons.
 - a. Command staff wishing not to carry less than lethal or non lethal duty weapons are not required to attend re-training.
5. Refresher training will be conducted every three years on the interaction with persons suspected of suffering from mental illness.
6. As needed training, conducted with designated supervisory personnel, in employee assistance program services, supervisor's role and responsibility, and identification of employee behaviors that would indicate the existence of employee concerns, problems and/or issues that could impact employee job performance.
7. Only members selected by the Chief of Police or designee shall be trained in the use of the TASER.
 - a. Annually, all sworn members of the department authorized to carry a TASER will attend refresher on TASER use.

VII. IN-SERVICE TRAINING CLASSES:

A. Members are required to attend mandatory training courses scheduled while on-duty. The Training Unit will schedule the training and assign dates for each member to attend. Training dates will not be changed except under exigent circumstances and then only by the Training Sergeant.

1. It is the responsibility of the member's supervisor to ensure the member is given a reasonable notice of his/her assigned training date, time and location.
2. Members will reschedule court appearances, depositions, overtime and other commitments that may conflict with the scheduled training.
 - a. The member's supervisor and the Training Sergeant or a designee **must** be notified within eight (8) working days of the issuance of the training schedule by the Training Unit of any irresolvable conflicts.
 - b. Members unable to reschedule court or other outside commitments due to circumstances beyond their control will be rescheduled, if possible.
 - c. Make-up classes **will not** be scheduled unless exigent circumstances exist and then only with the approval of the Chief of Police or a designee.
3. Members will be informed with sufficient notice to provide for any child care needs which arise due to a change in schedule.
 - a. Children will not be allowed at the training site.

B. Members will arrive on time and have all materials, equipment, etc. required for participation in the scheduled training.

1. Unless otherwise specified by the course of instruction, members must be present for 100% of the class time in order to receive credit for the scheduled class.
2. Members will be informed in advance what materials they are to bring with them.
3. For all firearms training, all members will bring with them:
 - a. Body armor

- b. Flashlights
 - c. The uniform specified for the member's duty assignment or clothing otherwise specified in advance.
 - d. The weapon specified for the block of instruction.
 - e. Duty gun belt and related gear.
 - f. If required for the block of instruction, an approved off-duty holster.
- C. If the member fails to attend the training for any reason,
- 1. The Captain of Support Services and the member's Division Commander will be notified in writing of the failure to attend.
- D. The Training Sergeant will designate the training uniform required for sworn personnel for each type of training.
- 1. During training classes sworn members will abide by the grooming standards as set forth in SOP # II-20
 - 2. Non-sworn members will wear the uniform specified in SOP # II-20 for their duty assignment or, if no uniform is specified, business casual attire.
 - 3. Cell phones, beepers and other electronic devices will be off during the class. When duty requirements must be met, the member will utilize silent mode but only with the specific approval of the Training Sergeant or a designee.
 - a. No phone calls will be allowed except during the scheduled break times and only by use of designated phones.
 - 4. Outside reading materials, including but not limited to newspapers, magazines, etc., are not allowed in the classroom.
- E. Members may be excused by the Training Staff only when:
- 1. The member is sick or injured, which prohibits attendance or participation.
 - 2. The member's presence in court is required on an emergency basis and was not known by prior receipt of subpoena, thereby making rescheduling impossible.
 - 3. A law enforcement emergency situation develops requiring the member's immediate attention due to their position within a specialized assignment or special team and the absence is excused by a Division Commander, Assistant Chief or the Chief of Police.
- F. The minimum passing score on most exams will be 70 percent.
- 1. Specialized and advanced courses may specify higher standards.
- G. Remedial training is a means of improving employee productivity and effectiveness through positive and constructive methods. Remedial training will be provided to personnel who have not met minimum standards in any mandatory training course in any area of high liability in which certification or qualification is required by statute, ordinance, policy, or procedure. Remedial training will also be applied when results from inspections identify unsatisfactory performance.
- 1. Remedial training given will include, but is not limited to:
 - a. report writing;

- b. CPR;
- c. firearms;
- d. defensive tactics and
- e. driving skills.

2. Remedial training will be accomplished immediately or at the next scheduled session, but in no case will this training be delayed more than 30 days when presented by the Department.

3. Failure to attend remedial training for qualification or re-certification in areas of high liability will result in disciplinary action and/or relief from duty.

H. Members who fail to attend scheduled training or are denied entrance due to tardiness, improper dress or being unprepared for training are subject to progressive discipline.

1. The member will be required to arrange for the training to be made up. This may include having to attend a training session offered outside the Department.

2. As for any failure to report for duty, the member is subject to progressive discipline.

I. Employees will be reimbursed for all reasonable personal expenses resulting directly from department approved attendance at job relevant training that would otherwise not have been experienced had they been at their regular assigned job. The reimbursement policy defined in SOP II-1 FISCAL MANAGEMENT supercedes any reimbursement statements in this document.

VIII. ADVANCED/ SPECIALIZED TRAINING

A. Members may elect or be required to attend advanced or specialized training. This may result from, but is not limited to, new technology or methods being applied to the current position, lateral transfer to a new position, promotion into a new position, or other circumstances. Job related training is provided to all newly promoted personnel. In order to attend advanced or specialized training a Request to Attend (Appendix D) must be completed and sent through the chain of command for approval. If advanced training or specialized training has a financial impact that The City of West Palm Beach should provide the funding for then a Travel/Training Request will be completed

B. Members will arrive on time for advanced/specialized training and have all materials, equipment, etc. required for successful participation in the scheduled training.

1. Unless otherwise required for the class, members not attending on duty time are required to wear shirts with a collar, slacks (no jeans), socks, and shoes. Female members may wear a dress of conservative style and length or slacks (no jeans). The member's attire will be neat and clean so as to project a professional image. The wearing of the uniform is encouraged when the course is presented at the Department.

2. Members attending on duty time are required to comply with the rules set forth above in Section VII. IN-SERVICE TRAINING CLASSES, A., B., C., D., E., H, and I.

C. Members not scheduled to attend may request permission to attend from their Division Commander through their immediate supervisor and the chain of command.

1. Voluntary attendance at any requested training session scheduled during normal duty hours will require the use of earned leave to attend.

D. Any assignment outside the Patrol Division will be considered a special assignment for the purpose of determining advanced/specialized training needs.

1. Members assigned to specialized positions will receive supervised on-the-job training with the unit, section, or division.
2. Special training needs will be determined by the Unit, Section, or Division Commander or a designee based upon specific job responsibilities.
 - a. If the member has not received training in the area of the specialized assignment listed in Appendix A prior to assuming the position, he or she will attend related training as soon as possible after assuming the position.

E. Civilian positions may require specialized training as determined by the Unit, Section, or Division Commanders or by Florida State Statutes. The positions listed in Appendix B identify the civilian positions for which pre-service and in-service training is required. Civilian members will attend related specialized in-service training as soon as practical after assuming the position.

IX. CAREER DEVELOPMENT TRAINING:

A. At the member's request, career development activities will be conducted by the Training Sergeant. The Training Sergeant will undergo training to provide increased knowledge and skills in the following areas:

1. general counseling techniques;
2. techniques for assessing skills, knowledge, and abilities;
3. salary, benefits, and training opportunities of the department;
4. educational opportunities and incentive programs;
5. awareness of the cultural background of ethnic groups in the program;
6. record-keeping techniques;
7. career development programs of other jurisdictions; and
8. availability of outside resources.

X. ACCREDITATION PROCESS FAMILIARIZATION:

A. Familiarization with the accreditation process is provided to all department employees during the self-assessment phase associated with achieving initial accreditation. It is also provided to all department employees just prior to an on-site assessment associated with initial accreditation and each re-accreditation.

B. Accreditation familiarization should include the history and background of accreditation and the department's involvement in the process, the accreditation process, the goals and objectives of accreditation, and the advantages of accreditation and its impact on the department.

C. Familiarization may be achieved by such means as classroom instruction, newsletter, memo, and periodic attendance by command staff at meetings of the Commission on Accreditation for Law Enforcement Agencies.

XI. BRIEFING TRAINING:

A. Briefing Training is a technique that may supplement all other training. The goal of Briefing Training is to keep officers up to date between formal retraining sessions. Briefing Training should be well structured and reflect the needs of the department while being flexible enough to fit into a briefing setting.

1. Briefing Training planning will be accomplished by the Briefing Sergeants meeting periodically to establish training needs, agree on training topics to be presented in the briefing sessions and agree on the timing for each topic. Supervisors from units other than patrol will be responsible for developing their own roll-call training plans.
2. Methods and techniques used in the Briefing Training should be compatible with the briefing setting and the time allocation for the training.
3. Instructional personnel should be subject matter experts who meet the requirements defined in section XII of this document.
4. Briefing Training will follow a lesson plan that has been approved by the Training Sergeant.
5. The Briefing Training will be scheduled so that it fits within the Briefing time allocation and is scheduled so that all personnel who participate in briefing sessions receive the training.
6. Officers who participate in Briefing meetings are required to attend all Briefing Training events unless an authorized absence is granted by the officer's immediate supervisor.
7. The Briefing Training will comply with Training Records requirements defined in section XIV of this document.
8. Unit supervisors will determine the frequency and length of training. Supervisors will endeavor to provide the same information to personnel who are unable to attend a unit training session.
9. The Training Sergeant will periodically distribute questionnaires to personnel who participate in Briefing Training in order to evaluate the program, curriculum, and instructors. Input received will be evaluated and the program modified as deemed necessary by the Training Sergeant and Briefing Sergeants.

XII. TRAINING INSTRUCTORS:

- A. Instructors who teach high liability topics as identified by CJSTC must have completed the CJSTC Instructors Technique course and possess a current instructor's certification for the specific course taught.
- B. Personnel assigned to the training function and full-time instructors receive training, which includes, at a minimum:
 1. lesson plan development;
 2. performance objective development;
 3. instructional techniques;
 4. testing and evaluation techniques; and
 5. resource availability and use.
- C. An instructor who possesses certain skills, knowledge, abilities, expertise, experience, or training and/or a certification in a specified area and does not have an Instructor's Technique certificate may teach certain portions of in-service training under the supervision of the Training Sergeant or a designee.
- D. A member, who attends any instructor certification course with the approval of the Department and with the use of duty time or at the Department's expense for any tuition, travel, or other related costs, will be required to teach when needed.
 1. Such required instruction will be on duty time.
- E. Whenever possible, any member who desires to become an instructor in any topic or discipline related to a job classification or identified need within the Department will be given the opportunity to acquire the credentials to teach.

F. Department Instructors are required to submit a lesson plan (Appendix C) to the Training Sergeant a minimum of 14 days prior to the scheduled date of the class. The lesson plan must be approved by the Training Sergeant or a designee prior to any class being taught. This includes briefing training.

1. Lesson plans for all training courses conducted by the Department will contain the following provisions, at a minimum:

- a. a statement of student performance and job-related objectives;
- b. the content of the training, including applicable legal updates;
- c. specification of the appropriate instructional techniques;
- d. references;
- e. lesson plan format, (Appendix C);
- f. a process for approval of lesson plans; and
- g. identification of any tests used in the training process.

2. The lesson plan will be in the approved format in both written and electronic form to be kept on file by the Training Unit, subject to Florida Records Retention Law.

G. Outside instructors who are brought in to present a specialized course of instruction are required to submit a lesson plan or course curriculum.

H. Instructors shall conduct themselves as professionals and project the Department in a positive manner.

XIII. EVALUATION AND RECOGNITION FOR COMPLETION:

A. Each attendee will receive, when applicable, credit toward any mandatory retraining requirement upon successfully completing his or her training class.

1. Successful completion of certain courses may result in the attendee receiving a certificate of attendance or completion and/or certification in the class.

B. The course evaluation and/or summary may include:

- 1. Number in attendance;
- 2. Individual participation;
- 3. Other pertinent information relative to the training session.

XIV. TRAINING RECORDS:

A. The Training Sergeant and Instructors will maintain current training records of individual classes and each member who participated. The records will include:

- 1. Name of the instructor(s);
- 2. Course content (lesson plans);
- 3. Names of participants; and
- 4. The performance of the individual participants as measured by tests, if administered.

B. The Training Unit will maintain a training jacket for each member in compliance with FDLE requirements. As personnel complete training programs, the date of the training, the types of training received, any certificates received, attendance, and test scores should be recorded for each member.

1. The Training Sergeant or a designee will monitor mandatory retraining for each member to ensure current FDLE requirements are maintained.

2. Each sworn member is responsible for ensuring that he or she maintains their certification by achieving the minimum training level as set forth by F.D.L.E.

C. The Training Unit will notify payroll when a member has completed a salary incentive course entitling the member to additional salary.

D. Training records can be released to another police department or employer with the member's written permission.

E. Training records will be released through court order, subpoena, or applicable public records law. The Records Section or the Internal Affairs Unit is responsible for the external dissemination of Department personnel and training records as applicable to the specific request received.

XV. REFERENCE:

- SOP # I-8 Assignments to Special Position/Components.
- SOP # II-1 Fiscal Management
- SOP # II-7 Field Training Program.
- SOP # II-20 Uniform and Plain Clothes Attire
- SOP # III-13 Use of Force.
- SOP # III-14 Weapons and Ammo.
- F.S.S. 943.135 Requirements for continued employment.
- Rules and Regulations # 3-9 Absent from Duty.
- Rules and Regulations # 3-14 Reporting for Duty/Tardiness.
- Public Records Law.

Delsa R. Bush, Chief of Police

Original issue: 05/03/88
Revised: 09/15//2005
ID #1491

History: SOP # changed to II-8 on 01/01/2005, SOP # changed on 02/15/99
Old SOP # 5.310.003 Orientation of New Employees, 5.310.005 Training Unit Function, 5.310.006, 5.310.007 Civilian Training, Training Goals, 5.310.008 Career Development for Sworn Personnel, 5.310.013 Basic Police Recruit Training, 5.310.014 In-Service Training, 5.310.015 Training for Specialized Assignments, 5.310.016 Roll Call Training, 5.310.018 Advanced Training for Sworn Personnel, 5.310.020 Training Instructors

Revision Dates: 03/01/99, 12/15/1999, 11/25/2001, 4/15/2002, 10/20/2002, 01/01/2005, 09/15/2005

Page 9 of 15

Job Title Task Files: Range Master, Training Sergeant

Appendix A

I. Current list of sworn positions which require specialized training and courses needed for the position but not required prior to assuming the position:

1. Police Officer/Accreditation:
 - a. Managing the Accreditation Process.
- 2 Detective/Vice Agent:
 - a. Interview and interrogations school.
 - b. Narcotics school.
3. Police Officer/Intoxilyzer Operator:
 - a. Breath Test Operator.
4. Police Officer/Field Training Officer:
 - a. Field Training Officer class.
5. Police Officer/Radar or Laser Operator:
 - a. Speed radar measurement.
 - b. Laser operator.
6. Police Officer/Traffic Homicide Investigator:
 - a. Traffic Accident Reconstruction.
 - b. Traffic Homicide Investigator.
7. Police Officer/Range Master/ Training Specialist:
 - a. Shotgun instructor and armor
 - b. Florida P.O.S.T. firearms instructor.
 - c. Instructors Techniques.
 - d. Glock armor
8. Police Officer/Helicopter Pilot:
 - a. Pilots license.
 - b. Flight procedure training.
 - c. Pilot ground school.
9. Police Officer/K-9 Handler:
 - a. Police K-9 training.
10. Police Officer/Dive Team Member:
 - a. Underwater Police Science & Technology.
11. Police Officer/Bomb Squad Member:
 - a. In service bomb training.
12. Motorcycle Officer/Traffic:

- a. Basic Motorcycle Training Course.
13. SWAT Team Member:
 - a. Basic SWAT school
 - b. Tactical Pistol
 - c. Benelli Shotgun Operator
 - d. Diversion Device Operator
 - e. Sub Machinegun Operator
 14. DUI Enforcement Unit:
 - a. Breath Test Operator.
 15. Community Oriented Policing
 - a. Introduction to Community Policing.
 16. Police Officer/Crime Prevention:
 - a. Basic Crime Prevention.
 17. Training Sergeant:
 - a. Firearms Instructor
 - b. Instructors Techniques
 - c. Defensive Tactics
 18. Police Officer/P.A.L.
 - a. National Alliance for Youth Sports.
 19. Police Sergeant:
 - a. Line Supervision Training.
 20. Evidence Sergeant:
 - a. Property and Evidence Seminar.
 21. Police Officer/Chaplin
 - a. Basic Chaplin Certificate.
 22. Bicycle Officer
 - a. Police Bicycle Operator.
 23. Crime Scene Processing
 - a. Recovering latent fingerprints and palm prints
 - b. Recovering foot, tool, and tire impressions
 - c. Photographing crime or accident scenes
 - d. Preparing crime or accident scene sketches
 - e. Collecting, preserving, and transmitting physical evidence, including biological materials.
 24. Communications Dispatcher
 - a. Communications Dispatching

Appendix B

I. Current list of civilian positions which require specialized training and courses needed for the position but not required prior to assuming the position:

1. Crime Analysis.
 - a. FCIC Basic Telecommunications.
 - b. FDLE Uniform Crime Reporting Training.
2. Crime Scene Investigator:
 - a. American Institute of Applied Science.
3. Case Management Specialist:
 - a. FDLE Uniform Crime Reporting Training.
4. Community Service Aids:
 - a. Service Aid Training.
5. Emergency Communications Operator:
 - a. FCIC Basic Telecommunications.
 - b. Emergency Medical Dispatcher.
 - c. 911 Telecommunications Training.
 - d. Responding Effectively to 911 T. D. D. Calls.
6. Evidence Specialist:
 - a. Property and Evidence Seminar.
 - b. FCIC Basic Telecommunications.
7. School Crossing Guard:
 - a. Florida School Crossing Guard Certification.
8. Teleserver:
 - a. FCIC Basic Telecommunications.
 - b. Basic Report Writing.
9. Safe Haven Coordinator:
 - a. Grant Writing Training.

II. Current list of civilian positions which require specialized training and courses needed for the position prior to assuming the position:

No positions currently defined.

Appendix C

CITY OF WEST PALM BEACH POLICE DEPARTMENT STAFF SERVICES DIVISION TRAINING UNIT	
COURSE TITLE:	DATE:
BLOCK TITLE:	HOURS:
PREPARED BY:	ID#
LEAD INSTRUCTOR:	ID#
ASSISTANT INSTRUCTOR:	ID#
ASSISTANT INSTRUCTOR:	ID#
ASSISTANT INSTRUCTOR:	ID#

PERFORMANCE AND JOB RELATED OBJECTIVES:
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TRAINING CONTENT:
Identify Instructional Techniques for each content element:

TESTS USED:
Identify all tests to be used and at what point in the content:

INSTRUCTOR REFERENCES:

STUDENT REQUIREMENTS:

TRAINING AIDS:

STUDENT HANDOUTS:

Reviewed and Approved by:

Training Sergeant: _____ Date _____

Subject Matter Expert: _____ Date _____

Appendix D West Palm Beach Police Department TRAVEL/TRAINING REQUEST

Employee Name:	Last	First	ID #:
Department:			Division:
Training Type:	<input type="checkbox"/> Advanced Training <input type="checkbox"/> College Course <input type="checkbox"/> Mandatory Training <input type="checkbox"/> Salary Incentive		
Program:			
Course Provider:			
Location:	City	State	
Dates of Trip:	Leave	Return	
Class Dates:	Start	Finish	Total Hours:
Hotel Cost:	\$	<u>Public Purpose:</u>	
Registration Fee:	\$		
Transportation Cost:	\$		
Per Diem:	\$		
Other Expenses:	\$		
Total Cost of Trip:	\$		

ATTACH SUPPORTING DOCUMENTS (Course Announcements, Fees, Tuition, Registration Forms, etc.) TO THIS REQUEST.

APPROVALS:

	Approved (Signature)	Date	Disapproved (Signature)	Disapproval Reason
Section Supervisor				
Division Supervisor				
Bureau Supervisor				
Chief				
Supervision Comments:				
Staff Services Comments				
Signature:				Date: