

EXEMPTIONS APPLY TO THIS SYSTEM

1. System Name: Training files.
2. System Location: Jackson Graham Building, 600 Fifth Street, N.W., 5th Floor, Washington, DC 20001
3. Categories of Individuals Covered by the System: MTPD officers who receive training.
4. Categories of Records in the System: Personal training files and mandatory in-service retraining files (name, date of birth, social security number, employee identification number, medical information, physical description, badge no., instructor evaluations, lesson plans, instructor certifications, test results, course approval documents, officer certifications); class books (names, class number, dates); records of issued weapons (names, serial nos.).
5. Principal Purpose: Document training.
6. Routine Uses of Records Maintained in the System: General Routine Use A (Disclosure for Law Enforcement Purposes); General Routine Use B (Disclosure Incident to Requesting Information); General Routine Use C (Disclosure to Requesting Agencies); General Routine Use D (Disclosure to Congressional Offices or Offices of Elected Officials in the Transit Zone); General Routine Use E (Disclosure to Courts or Administrative Bodies); General Routine Use F (Disclosure to Contractors, Grantors, Grantees, Federal Government Agencies, and Others); General Routine Use G (Disclosure for Administrative Claims, Complaints, and Appeals); General Routine Use H (Disclosure in Connection with Litigation); General Routine Use I (Disclosure to WMATA Unions); General Routine Use J (Disclosure to the Government Accountability Office (GAO), Federal Transit Administration (FTA), or Other Government Oversight Agencies).
7. Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

_____ Retrieved by: Name.

_____ Storage: Hard copies and electronically.

_____ Safeguards: Locked room staffed by sworn police officers.

_____ Retention and Disposal: Retained until 7 years after the officer is separated from the department, then, to archives either at District I or on level B-3 of JGB where they are retained indefinitely.
8. Systems Manager: MTPD Commander, Training Division.

9. Procedure for Notice, Access, and Contesting: Any individual who wants to know whether this system of records contains a record about him/her, who wants access to his/her record, or who wants to contest the contents of a record, should make a written request to the **Privacy Administrator, Office of General Counsel, 600 Fifth Street, NW, Washington, DC 20001**. Requesters will be required to provide adequate identification, such as a driver's license, contractor identification card, or a government issued identification document. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Privacy Policy Procedures are set out in WMATA's Privacy Policy Instruction 9.2/0, which is posted on WMATA's website. **To the extent permitted under WMATA's Privacy Policy Instruction 9.2/0, paragraph 9.0, "Exemptions", and applicable statutes and court rules, this system may contain information that is exempt from the provisions that permit access or contest. Exemptions may be complete or partial, depending on the particular exemption applicable. WMATA may in its discretion grant individual requests for access or to contest a record if it determines that the exercise of these rights will not interfere with an interest that the exemption is intended to protect. However, WMATA may not exercise discretion in a manner inconsistent with statutes or court rules.**

10. Records Source Categories: MTPD officers; Individuals who provide training to MTPD officers including other MTPD officers assigned to the Northern Virginia Criminal Justice Training Academy, law enforcement personnel from other jurisdictions and non-law enforcement personnel.