



Jeffrey R. Gahler.
Sheriff

HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

Training Seminars and Training Requests

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| Distribution: | All Personnel | Index: | PER 0805 |
| Responsible Unit: | Training Academy | Rescinds: | MAN2400 |
| DLI Program: | N/A | MD Code: | |

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1. Purpose

To establish standard guidelines with regards to training seminars and training requests.

2. Policy

The Harford County Sheriff's Office may provide additional training opportunities to Agency members beyond required in-service training, after review by the member's chain of command and with careful consideration given to budgetary and manpower constraints

3. Definitions

TRAINING SEMINAR: All training that is ancillary to the in-service process.

4. Procedures

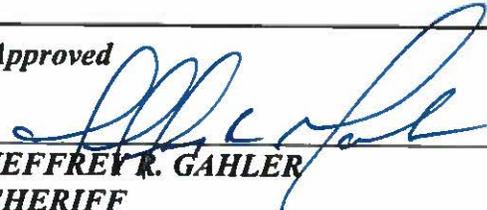
- A. The Sheriff or his designee may assign any member to attend a training seminar. The Sheriff or his designee will notify the attending member's chain of command and the Training Academy.
- B. Member's Request to Attend Training
 1. Requesting member shall submit S0-129 (HCSO Training Request Form) to his supervisor.
 2. Attached to the S0-129 (HCSO Training Request Form) shall be the training flyer (if available), the description of the training, how to register, contact numbers for registration, associated costs and all other pertinent information.
 3. Supervisors shall approve the training while ensuring that all required information is provided.
 4. After supervisory approval, the S0-129 (HCSO Training Request Form) will be forwarded to the member's Division Commander.
 - a. If there is no cost or only registration/tuition fees associated with the training, the Division Commander shall approve or disapprove the request.

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- b. If the request includes additional costs (i.e. lodging, air fare, car rental, per diem), the request will also require approval of the Bureau Chief.
 5. Upon approval by the Division Commander and/or Bureau Chief, the SO-129 (HCSO Training Request Form) shall be submitted as follows:
 - a. If there is no cost for the training, SO-129 (HCSO Training Request Form) and all accompanying descriptive material shall be sent directly to the Training Academy. The Training Academy staff shall register classes that have no cost and shall forward a confirmation to the appropriate member.
 - b. If there is a cost associated with the training, the original SO-129 (HCSO Training Request Form), and all accompanying documentation, shall be forwarded electronically to the Budget Manager by Agency email. The email sent from the Division Commander or Bureau Chief must indicate that he has approved the training, as this will serve as an electronic signature.
 - (1) After receipt of the documentation, the Budget Unit will register the member for the training and make any other related arrangements, to include lodging, air fare, car rental and per diem.
 - (2) Upon completion of the registration, the Budget Unit shall forward a confirmation of registration to the member, his supervisors and the Training Academy.
 6. Unless exempted by extenuating circumstances, requests shall be submitted a minimum of 30 days prior to the starting date. Requests submitted less than 30 days prior to the starting date require approval of the respective Bureau Chief.
 7. The attending member's supervisor shall coordinate the member's schedule to minimize overtime.
 8. The Training Academy shall be the repository for all training requests and maintain documentation of any training seminar attended by Agency members.
- C. Program Profile Synopsis (SO-052)
1. A member attending a training seminar shall evaluate the seminar and complete a form SO-052 (Program Profile Synopsis) upon return to duty.
 2. The attending member shall forward the completed SO-052 (Program Profile Synopsis) and the following to the Training Academy Director within five (5) working days of completion of the training seminar:
 - a. Training seminar curriculum.
 - b. Certificate, certification card, etc. (if issued).

D. Training Expenses

1. Receipts must accompany any request for reimbursement of approved expenditures.

Approved


JEFFREY R. GAHLER
SHERIFF
DATE 9-9-16