



# HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

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Sheriff

## Training Requests and Training Seminars

<b>Distribution:</b>	<b>All Employees</b>	<b>Index:</b>	<b>PER 0805</b>
<b>Responsible Unit:</b>	<b>Training Academy</b>	<b>Rescinds:</b>	<i>PER 0805 04/15/20</i>
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### 1. Purpose

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

### 2. Policy

The Harford County Sheriff's Office (HCSO) may provide training opportunities to Agency employees beyond required in-service training, after review by the employee'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. Reference

[PER 1004 Salary Augmentation](#)

### 5. Procedures

#### A. Sheriff

1. The Sheriff, or his designee, may assign any employee to attend a training seminar.
2. The Sheriff, or his designee, will notify the attending employee's chain of command and the Training Academy.
3. Depending on the costs associated with the training, either the Budget Unit or the Training Academy will make the necessary registrations as described in C.5 – C.6.

#### B. Forms

1. Employees submitting a request for training that has a cost associated will use the HCSO Training Purchase Request – Costs Involved ([SO-129](#)).
2. Employees submitting a request for training with no cost associated will use the HCSO Training Purchase Request – No Cost ([SO-129A](#)).

C. Employee's Request to Attend Training

1. The requesting employee will submit the HCSO Training Purchase Request ([SO-129/SO-129A](#)) to his supervisor.
  - a. Attached to the HCSO Training Purchase Request ([SO-129/SO-129A](#)) will be:
    - i. A synopsis of the benefits of the training to the employee and/or the Agency;
    - ii. The training flyer (if available);
    - iii. A description of the training;
    - iv. How to register;
    - v. Contact numbers for registration;
    - vi. Associated costs (i.e. registration, flight, rental vehicle, parking, fuel, per diem, transportation advance, mileage reimbursement (if applicable, see [PER 1004 Salary Augmentation](#)), Uber, etc.); and
    - vii. All other pertinent information.
2. Supervisors will evaluate the training request and, if deemed appropriate, approve the training after ensuring that all required information is provided/attached.
3. After supervisory approval, the HCSO Training Purchase Request ([SO-129/SO-129A](#)) will be forwarded electronically through the chain of command to the employee's Bureau Chief.
  - a. Each respective supervisor in the chain of command will acknowledge approval by placing his name in the appropriate "Submitted To" box on the HCSO Training Purchase Request ([SO-129/SO-129A](#)).
4. Upon approval by a Bureau Chief, the HCSO Training Purchase Request ([SO-129/SO129A](#)) will be forwarded as follows:
  - a. If there is a cost associated with the training, the original HCSO Training Purchase Request – Costs Involved ([SO-129](#)), and all accompanying documentation, will be forwarded electronically to the Budget Director by the Bureau Chief after approval.
  - b. If there is no cost for the training, the HCSO Training Purchase Request – No Cost ([SO-129A](#)) and all accompanying documentation, will be forwarded electronically to the Training Academy by the Bureau Chief after approval.
5. Budget Unit

- a. Upon receipt of the approval from the Bureau Chief for training with a cost associated, the Budget Unit will register the employee for the training and make any other related arrangements, to include lodging, air fare, car rental, and per diem.
- b. The employee of the Budget Unit completing the arrangements will note this on the HCSO Training Purchase Request – Costs Involved ([SO-129](#)).
- c. Upon completion of the arrangements, the Budget Unit will forward a confirmation of registration to the employee, his Division Commander, and the Training Academy.

6. Training Academy

- a. Upon receipt of the approval from the Bureau Chief for training with no cost associated, the Training Academy will register the employee for the training, unless otherwise noted on the HCSO Training Purchase Request – No Cost ([SO-129A](#)).
- b. The employee of the Training Academy completing the registration will note this on the HCSO Training Purchase Request – No Cost ([SO-129A](#)).
- c. Upon completion of the registration, the Training Academy will forward a confirmation of registration to the employee and his Division Commander.

7. Unless exempted by extenuating circumstances, requests will be submitted a minimum of 30 days prior to the starting date.

- a. If submitted less than 30 days from the start date of the training, the submitting employee must explain why.

8. The attending employee's supervisor will coordinate the employee's schedule to minimize overtime.

9. The Training Academy will be the repository for all training requests and maintain documentation of any training seminar attended by Agency employees.

10. All HCSO Training Purchase Requests ([SO-129/SO-129A](#)) will be entered into the respective employee's Records Management System Training Tab by Training Academy personnel.

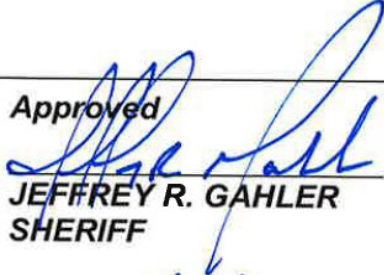
D. Program Profile Synopsis ([SO-052](#))

1. An employee attending training other than in-service, will evaluate the seminar and complete a Program Profile Synopsis (SO-052) upon return to duty.
2. The attending employee will forward the completed Program Profile Synopsis ([SO-052](#)) to the Training Academy Director within five working days of completion of the training.
3. Along with the completed Program Profile Synopsis ([SO-052](#)), the attending employee will also submit, if applicable, the following:

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- a. Training seminar curriculum; and
- b. A copy of the certificate, certification card, etc. (if issued).

Approved  
  
JEFFREY R. GAHLER  
SHERIFF  
DATE 6/13/2022