



Office Of The Sheriff
Allegany County
Maryland

GENERAL ORDER NO: **8-100.00**

TO: All Patrol and Judicial Personnel

RE: **TRAINING**

REL: The Allegany County Sheriff's Office Probationary Deputy policy of this office.

PURPOSE: To establish guidelines for training function that will be responsible for coordinating, formulating, and procuring agency training.

EFFECTIVE DATE: 2004

REVISION DATE: 3/1/2016

8-101.00 Organization

.01 Training Goals

- A. Improvement of law enforcement service to community.
- B. To utilize individual agency expertise for instruction.
- C. To meet training requirements as mandated by State Law.
- D. To enhance individual and collective job skills within the office.
- E. To enhance oneness of purpose and standardization of operating procedures.

.02 Training Coordinator: A Training Coordinator will be established with the following responsibilities and characteristics:

- A. Responsibilities include, but are not limited to:
 - 1. Review recommendations for training.
 - 2. Develop and evaluate training.

3. Plan and research training

.03 Training Function: The Training Function will be manifested in the position of an agency training coordinator. Characteristics and authority of the position are:

- A. The Training Coordinator will answer directly to the Sheriff in the organizational structure.
- B. Authority: The Training Coordinator is delegated authority to initiate, formulate, and procure agency training The Training Coordinator has authority and compel attendance to training.
- C. Responsibilities: Responsibilities of the Training Coordinator will include:
 - 1. Planning and developing training programs with input from the following sources:
 - a. Inspection reports
 - b. Field personnel
 - c. Sheriff
 - d. Internal investigation reports
 - e. Civilian sources
 - 2. Notification of Training: The Training Coordinator will inform personnel of:
 - a. Date and time of training
 - b. Type of training
 - c. Type of dress for training
 - d. Any necessary equipment for training
 - e. Any special scheduling
 - f. Available non-agency training

3. Maintenance of Training Records: The Training Coordinator will maintain records on all agencies training to include:
 - a. Date and time of training
 - b. Lesson Plans (training brochure or other material if the training is outside the office).
 - c. Type of training
 - d. Test or performance scores
 - e. Signature sheet for all personnel attending in-house training.
 - f. Course and instructor evaluations
 - g. Records of non-agency training. The Training Coordinator will ensure that a copy of Report of Training Received form is placed in the personnel file within five (5) working days of training.
 - h. The Training Coordinator will maintain lesson plans on agency training a minimum of three (3) years after the training.
 - I. The Training Coordinator will maintain individual records a minimum of three (3) years after the employee has left agency employment.
4. Compelling Attendance: The Training Coordinator has authority to compel attendance to training and will report personnel absent or late for training without sufficient cause to their immediate supervisor for appropriate action.
5. Implementation of Training: The Training Coordinator will be responsible for logistics involved in implementing training; i.e., equipment, room reservations, etc.
6. Training Instructors: The Training Coordinator will be responsible for identifying personnel with instructor potential and expertise, and for making recommendations regarding potential instructors to the Training Committee.

7. Evaluations: The Training Coordinator will maintain evaluations on training topics and instructors. Evaluations will assist in future planning and for improvements in the program.
8. Coordinate Training Programs: The Training Coordinator will cooperate with the Shift Lieutenants in scheduling training for optimum efficiency in agency operations, if at all possible, avoiding peak vacation/holiday periods and peak times of the year for service calls.
9. Budget: The Training Coordinator will submit recommendations and requests to the Sheriff concerning budgetary expenditures for training and related equipment.
10. Lesson Plan Development: If requested, the Training Coordinator will assist in lesson plan development to include:
 - a. Subject matter
 - b. Time block
 - c. Location of training
 - d. Scheduling
 - e. Instructional method
 - f. Objectives
 - g. Resource material
 - h. Course evaluation
 - I. Instructor evaluation
 - j. Method of testing
11. Testing Procedures:
 - a. The Training Coordinator will assist in developing testing procedures to measure material retained by students in accordance with the Maryland Police Training Commission. Testing may include the following formats:

1. Written test with fill in the blank, multiple choice, true/false, short answer, essay, or a combination of the above.
 2. Practical exercise as developed by the instructor, (such exercise will have performance objectives with a numerical scoring indicator).
12. The Training Coordinator will ensure that personnel receive required training for specialized duties as required to keep skills or certifications current.

.04 Remedial Training

A. Written Tests (In-Service)

1. Correct answers for written test questions will be covered after the test is given. Only pens will be used in answering test questions, and scratch overs will be counted as a wrong answer when tests are scored.
2. If an employee fails a test, remedial training will be given as soon as the instructor can arrange it. If the employee fails the remedial re-test, he/she will not be given credit for the training except as follows:
 - a. An employee who has failed remedial training, may, with the Sheriff's permission, pay expenses for instructor tutoring and re-testing. Such expenses will include any material or equipment necessary to complete the training. The contractual overtime rate paid to deputies at the time of the training will be used as the instructor fee.
 - b. An employee may attempt re-testing a maximum of two times under this section within a calendar year. If the testing is passed, the employee will be given credit for the training.
 - c. Consistent application of this section to obtain credit for training will result in a review by the Sheriff as to the employee's ability to perform responsibilities as specified in the job description.

3. If an employee does not pass mandated in-service training for the calendar year, their law enforcement certification is in danger of being revoked by the Maryland Police Training Commission. In that event, the Sheriff will take administrative action with options ranging from re-assignment to termination of employment for incompetency.

B. Firearms/ASP Baton Remedial Training

1. If an employee fails in the first attempt at qualification during mandated training, an attempt will be made by the instructor to identify incorrect actions which may have caused the failure. Immediate remedial training will then be given, and qualification again attempted.
2. If the employee fails to qualify on the second attempt, the weapon will be surrendered to the instructor, who will notify the Training Coordinator.
3. The employee will, within 30 days, be given additional remedial training, and an attempt will be made at qualification.
4. If the employee again fails to qualify, the weapon in question will continue to be withheld, pending an administrative decision by the Sheriff regarding the employee's status as in "A. 3" above.
5. As in "A" above, the employee may, with the Sheriff's permission, pay expenses for tutoring and re-testing. The employee may attempt two re-tests per calendar year under this section. As above, continued application of this section may result in review as to fitness of the employee to safely and efficiently perform his/her duties.

C. Remedial Training (Job Performance)

1. Remedial training will be administered when deficiencies in job performance are evident. The Training Coordinator, in conjunction with the employee's supervisor, will arrange for remedial training. Deficiencies making such training necessary should be logged on the employee's annual performance evaluation.

D. Remedial Training (Academy)

1. The question of remedial training in entrance level academy will be left to academy policies. However, once an academy has decided that a student cannot graduate due to inability to pass set standards, the employee is subject to re-assignment or termination of employment by the Sheriff.

E. Structure of Remedial Training

1. Remedial training may be formal or informal. If it is a result of failed mandated in-service training, it will be formal along with the re-testing and will be given by a certified instructor.
2. Remedial training may be given in the form of additional lecture, or through hands on training.
3. All training requirements will be brought to the attention of the Training Coordinator. Remedial training will be documented in evaluation and training records. Employees must complete remedial training along with any other regularly scheduled training. Non participation in remedial training will be a basis for disciplinary action.

F. Span of Remedial Training

1. While remedial training is a tool for correcting deficiencies, it is also a measure of desire to learn, and can be a measure of competency. If a pattern of remedial training becomes evident, the Sheriff may consider the employee to be incompetent and reassign or terminate employment.

.05 Evaluation, Updating, and Revision of Programs

- A. The Training Coordinator will, during the last four months of the year, hold a session specifically to evaluate training used in the calendar year, as well as projected training needs for the upcoming year. The evaluation will include a review of:

1. New laws, operating procedures, and court decisions.
2. Agency policies

3. Scheduling
4. Training evaluations
5. Any problem areas
6. Personnel input relative to training needs

.06 Required Personnel Attendance at Training

A. Attendance Signature Sheets

1. Personnel will attend training on dates and times specified. Failure to attend scheduled training without good cause will result in disciplinary action.
2. Each agency instructor will initiate a signature sheet at the beginning of his/her block of instruction and attach the sheet to tests submitted to the Training Coordinator.
3. Students will sign their names and list social security numbers.
4. Instructors will be responsible for checking the signature sheet against personnel scheduled for the class.
5. The Training Coordinator will be responsible for initiating the sign sheet if the instructor is not with the office.
6. Personnel will sign only their own name and will not sign in for other students.

B. Excused Absence: Situations constituting legitimate excused absences will include:

1. Court Appearance: The Training Coordinator will be notified of conflicts between training and court, as soon as possible.
2. Legitimate Emergencies: Personnel will be excused for legitimate emergencies; i.e., sickness, accidents, deaths.
3. Vacation: If the vacation was approved before the training was scheduled.

4. Other instances or requests for absences or changes in scheduled training will be reviewed by the Training Coordinator, or his designee, on a case by case basis.

C. Make Up Training

1. The Training Coordinator will schedule make up training for legitimate absences if at all possible. The Training Coordinator will maintain a reserve block of eight (8) hours instruction approved by the Training Commission for use in the event training is missed and cannot be made up. This training, however, cannot be substituted for firearms, ASP Baton, sex crimes investigation, or racially motivated crimes, or other training required by an outside agency.

.07 Training Expenses

- A. Transportation: Agency vehicles will be used for approved training outside of Allegany County, if at all possible. If no agency vehicle is available, mileage, as set by the Allegany County Government, will be paid for use of private vehicles.
- B. Meals: Meals in conjunction with approved training outside Allegany County will be paid by the office at a daily rate set by County Policy.
- C. Lodging: Lodging in conjunction with approved training outside Allegany County will be paid for by the office. Lodging will be approved as follows:
 1. The necessity for lodging will be reviewed on a case by case basis by the Sheriff. As a general rule, lodging will be considered when training is 125 miles or more outside of Allegany County. The length of the training will also be taken into consideration when considering the necessity for lodging.
 2. If lodging is approved, it is the responsibility of the employee attending the training to select an establishment for lodging. Establishments with moderate price ranges for the area will be considered. Prices will be reviewed by the Sheriff for final approval. After approval, it is the responsibility of the employee attending the training to make necessary reservations.

D. Travel Time

1. Travel time to training, whenever possible, will be made during duty hours, (for example, training is approved at a location that requires five (5) hours travel time. The five hours would be made a part of the duty day prior to the training.).
2. No overtime or compensatory time will be granted for travel time. Schedule modifications may be approved by the Shift Lieutenant when extensive time is involved in travel to training. Such instances will be on a case by case basis. Factors to be considered in making such modifications are distance of travel from office, and duration of training.

E. Tuition

1. Tuition for approved training will be paid by the office, (except as in F below).

F. Cooperative Payment of Expenses Between Employee and Office

1. Such an arrangement must be approved by the Sheriff. As an example, training is requested but denied due to budget restrictions or because it appears the training would not significantly benefit the office as a whole. The employee requesting the training may propose paying part of the expense; i.e., travel, lodging or tuition, etc.

G. Receipts will be obtained for all expenses to include lodging, food, gas, tolls, etc., and submitted to the Sheriff's Secretary within three (3) working days after returning from training. Monies advanced for the training in excess of receipt totals must be returned to the office. The expense account will be approved by the Shift Lieutenant or higher authority. Expenses will not be paid without legitimate receipts. Expenses will not be paid without legitimate receipts. Personnel submitting expenses not supported by receipts may be accountable for those expenses.

.08 Public/Private Resources: The Training Coordinator will identify sources in the public and private sector which may provide resources for training programs. Examples for such resources include, but are not limited to:

- A. The Allegany County Health Department or expertise in Mental Health, public health concerns; i.e., AIDS and Substance Abuse topics.
- B. Rescue Services: Hazardous material situations, First Responder training.
- C. Industry/Business: Motivational speakers
- D. Local judges/lawyers: Legal topics
- E. Federal/State Enforcement Agencies: White collar crime, specialized investigations
- F. Commercial vendors with training for specialized topics; i.e., street survival.

.09 Inter-Agency Training

- A. Certified instructors from the office may instruct at other agencies when requested, and if approved by the Sheriff. Training may be given in duty hours, if agency requirements allow and if approved by the Sheriff. Instructors may teach at other agencies while off duty for compensation. Instructors may negotiate for the rate of compensation but must remember that in such cases, they are operating as a private contractor and as such, are not entitled to use agency equipment. Such instructions must be approved by the Sheriff, in accordance with the Secondary Employment Order.
- B. The Training Coordinator may request instructors from other agencies to present training at the Office. The Training Coordinator will request lesson plans from the instructor for agency records and submission to the Training Commission, if applicable. A scored written test or practical exercise must be given.

.10 Class Facilities

- A. All classroom training will be conducted in facilities equipped with desk or tables, blackboard, and audio visual aids. Classrooms will not be scheduled for more students than they can comfortably accommodate. Classrooms will have toilet facilities and drinking water readily available.

.11 Job Descriptions

- A. Job descriptions will be considered when planning training. For example, Criminal Investigator will not be given training on the proper procedure for serving civil papers as such duties are far removed from day to day activities of an investigator.

.13 Performance Objectives in Training Programs

- A. Along with lesson plans, instructors will submit performance objectives for the training. Performance objectives will:
 - 1. Focus on the elements of the job description in relation to the training.
 - 2. Give clear statements of what is to be trained.
 - 3. Give basis for evaluating the students.
 - 4. Give the method for evaluating effectiveness of the training process.

.14 Lesson Plans

- A. A lesson plan will be submitted to the Training Coordinator for approval on all training before implementation.
- B. When material is to be submitted to the Training Coordinator for approval toward mandated hours of training, the following will apply:
 - 1. Lesson plans will be submitted to the Training Coordinator by date requested.
 - 2. Guidelines and format for lesson plans will be in accordance with materials sanctioned by the Training Commission.
 - 3. The lesson plan will state the content of the training and will list the performance objectives to be achieved.
 - 4. Instructional techniques will be listed.
 - 5. Resources to be used will be listed; i.e., films, handouts, charts, overheads, etc.

.15 Lesson Plan Approval

- A. The Training Coordinator will review lesson plans for content and form in accordance with the Police Training Commission Instructional Material. If the training is to be used toward the Commission mandated hours of training, the Training Coordinator will forward the lesson plan to the Commission for approval no later than 25 days before the training is scheduled to begin.

.16 Testing

- A. Testing will be given on all training. Test questions may be true/false, fill in the blank, short answer, multiple choice, or essay. Material for test questions will be taken from the lesson plan and lecture material. Whenever feasible, performance based testing will be used; i.e., handcuffing techniques, evidence collection, traffic stops, etc., where the student will be required to put the instruction into practice. Tests will be given a numerical score. Practical tests will list definite performance objectives expected from students. Written test will contain a minimum of ten questions.

.17 Updating of Training Records

- A. The Training Coordinator will update training records as soon as training is completed. Each employee who attends training outside the office is responsible for submitting a Report of Training Received form to the Training Coordinator along with a copy of any certificate or test result, within five (5) working days of completion. Training records will include, at a minimum, date and type of training, instructor, place of training, and test scores, if any.

.18 Release of Training Records

- A. Training records will be released to non-agency parties only by the Sheriff or his designate, or pursuant to judicial order.

8-102.00 Relationship with Academies

- .01 The Sheriff ' s Office does not maintain an entrance level training program, and must utilize a Training Commission approved academy in Maryland to receive mandated entrance level training. Approved academies are certified by the Commission under Maryland COMAR Regulation Title 12, Subtitle 4. Entrance level training is necessary for the certification of a law enforcement officer by the Commission. By law, in order to maintain enforcement powers, deputies must successfully complete the entry level training within one year of being assigned to the position. Sheriff ' s Patrol personnel will not be assigned enforcement duties until they have successfully completed the entry level course. Sheriff ' s Office sworn personnel will not be allowed to carry a firearm nor be placed in a position where an arrest is necessary, except as part of a formal field training program, until they have successfully completed the entrance level academy.

- .02 The Training Coordinator will act as liaison between academies and the Office. The Training Coordinator will obtain evaluations of the academy from employees attending, and will pass constructive suggestions on to the academy staff. The Training Coordinator will also review employee ' s Field Training Evaluations to ascertain areas in which academy training might be added, improved, etc.

- .03 The Sheriff ' s Office will provide equipment during academy training as is necessary; i.e., vehicle for pursuit driving, weapons, uniforms, etc. Other equipment or instructors requested by an academy will be reviewed on a case by case basis by the Sheriff. The Sheriff ' s Office and academy will agree, prior to enrollment, on tuition amounts and determination of liabilities.

8-103.00 Orientation Training for Newly Sworn Personnel

- .01 The Training Coordinator will formulate a training session for employees before they are assigned full responsibilities. Such training will include instruction in Agency policies and procedures, along with any other supplemental training deemed necessary. Instruction will be given before the Field Training Process begins.

8-104.00 Training Instructors

.01 Considerations in the Selection of Instructors

- A. Instructors must have a minimum of three (3) years of service as a Law Enforcement Officer.
- B. Instructors must have considerable experience or training in subject matter to be taught.

.02 Training Commission Requirements for Instructors

- A. Instructors must meet all requirements as specified by the Training Commission to be certified as a Provisional, General, Firearms, or EVOC Instructor. Certifications are given by the Commission after a review of qualifications.
- B. To attain Commission Certified Instructor status, personnel must successfully meet Commission requirements. These requirements include the successful completion of a 35 hour Instructor Training Program sponsored by the Training Commission which includes instruction in:
 - 1. Lesson plan development
 - 2. Performance objective development
 - 3. Instructional techniques
 - 4. Learning theories
 - 5. Testing and evaluation techniques
 - 6. Resource availability

.02 Tenure of Agency Instructors

- A. Personnel who request to be certified as instructors, are sent to necessary training and subsequently certified as instructors, will be required to serve as instructors for a minimum of four (4) years.

.03 Non-Agency Instructors

- A. The Training Coordinator, if necessary, may solicit instructors from outside the agency to give instructions counting toward mandated training with the following requirements:
 - 1. Instructors will be certified to teach by the Training Commission, or:
 - 2. Be members of a profession licensed or certified by a State or Nationally recognized certifying body; i.e., lawyer, doctor, college faculty, etc.
 - 3. A lesson plan or detailed prospectus will be requested from the instructor. If the training is to be used as mandated hours, a lesson plan will be solicited from the instructor by the Training Coordinator at least 30 days before the class is to be held.
 - 4. Approval to ask for an outside instructor will be given by the Patrol Commander or higher authority. Compensation for an outside Instructor will be approved by the Training Coordinator or Sheriff before a formal request is made.

8-105.00 Recruit Training

.01 Field Training Program

- A. Personnel will complete a minimum of one (1) month Field Training before being considered for solo Patrol duties. At the conclusion of two months, the Field Training Officer will recommend solo patrol duties or that the Field Training in which the recruit works with a Field Training Officer be continued. Field Training Officers will be as specific as possible in citing justifications for their recommendations. The Field Training Officer (FTO) will be responsible for evaluating the recruit during Field Training, and for providing hands on training.
 - 1. The only exception to Section A will be for personnel hired from another agency, in this or any other State, and in which they were a Certified Police Officer.
 - a. The employee will be required to complete a minimum two (2) weeks of the Field Training Program, which may be increased or decreased.

B. FTO duties will include:

1. Providing instruction to trainee.
2. Maintaining liaison with the Training Coordinator on the trainee ' s progress.
3. Completion of daily evaluations on the trainee.

C. Daily Trainee Evaluations

1. Daily evaluations will include, at a minimum:
 - a. Skills, knowledge, and abilities demonstrated by the trainee.
 - b. An assessment of the willingness and ability of the trainee to learn and perform duties as specified in the job description.
 - c. Identification of problems or lack of competency.
 - d. Recommendation as to additional training, an extension of the training period, retention or release of the employee.

D. Supervision of Field Training Officers and Trainees

1. FTO ' s will be supervised in their training duties by the Training Coordinator. The Training Coordinator will ensure that documentation required of the FTO on trainee progress is submitted. The Training Coordinator will maintain close contact with FTO ' s to monitor trainee progress.

E. Training for FTO ' s

1. Personnel serving as FTO ' s will be trained for that function to include at a minimum:
 - a. Evaluation techniques
 - b. Forms to be used in field training
 - c. Development of performance objectives

- d. Review of agency policies
- F. Rotation of Field Assignments for Recruits
 - 1. Trainees will be exposed to all areas of the Patrol Division in order to receive a better understanding of agency operations.
- G. Selecting FTO ' s
 - 1. Prospective FTO ' s will have at least three (3) years of service and will be selected on the basis of:
 - a. An expressed desire to serve in the position
 - b. A minimum of satisfactory ratings in all areas of their last evaluation.
 - c. Demonstrated ability to cooperate and relate to others
 - d. Initiative in job performance

8-106.00 In-Service, Roll-Call, and Advanced Training

.01 In-Service Training

- A. All sworn agency personnel below the rank of Lieutenant will be required to successfully complete a minimum of 18 hours of Training Commission approved instruction each calendar year, (each year following the year entrance level training was completed). Firearms range training does not count toward the mandated 18 hours. In-service training will be relevant to the employee ' s job responsibilities. The Training Coordinator will be responsible for in-service requirements being met, and that proper records are maintained and submitted to the Training Commission.

.02 Advanced Training

- A. Advanced training is designed to improve the professional competence of personnel in administration and management positions who have demonstrated leadership abilities. Such training is available from the FBI National Academy, the Southern Police Institute, the Northwestern University Traffic Institute, or other comparable institutions.
- B. The Sheriff will use the following criteria in approving personnel for advanced training:
 - 1. Applicant must meet requirements of the training body.
 - 2. Applicant must currently be assigned to a management or supervisory position.
 - 3. Applicant must have demonstrated leadership and managerial abilities.
 - 4. Applicant has demonstrated excellence in job performance.
- C. The Sheriff will determine if any change of assignment will be forthcoming after successful completion of the training. Successful advanced training will be considered in future assignments.
- D. Advanced Training Counted as Mandated Training
 - 1. Advanced training may serve as mandated in-service training after approval by the Training Commission. Such training exceeds Commission requirements for supervisory personnel. Administrative advanced training includes material on:
 - a. Management theory
 - b. Personal utilization
 - c. Conflict management
 - d. Organizational models
 - e. Supervisory techniques

- f. Program evaluation
- g. Problem solving techniques

8-107.00 Specialized Training

- .01 Specialized training provides knowledge and enhancement of selective skills above that received in entrance level and other in-service training. Specialized training will be given within 30 days, if at all possible, of being assigned to a component requiring specialized training. Examples of specialized training are:
 - A. Management training
 - B. Executive development training
 - C. Supervisory training
 - D. Instructor training
 - E. Other specialized training such as intoximeter, radar operations, SRT, K-9, etc.
- .02 Specialized training will be provided in the following areas before an employee is required to assume full job responsibilities:
 - A. Intoximeter
 - B. Radar Operator
 - C. Training Instructor
 - D. K-9 Handler
 - E. Accident Reconstructionist
 - F. Hostage Negotiator
 - G. Other staff involved in NCIC/CJIS operations

.03 Specialized training should include the following:

- A. Development and or enhancement of the skills, knowledge, and abilities particular to the specialization.
- B. Management, administration, supervision, personnel policies, and support services of the function or component.
- C. Performance standards of the function or component.
- D. Agency policies, procedures, rules, and regulations specifically related to the function or component.
- E. Supervised on-the-job training

8-108.00 Civilian Training

.01 Within one month of appointment, all newly appointed civilian personnel will receive training consisting of, but not limited to:

- A. Orientation to the agency ' s role, purpose, goals, policies and procedures.
- B. Responsibilities and rights of employees.
- C. Working conditions and regulations.
- D. Civilians will receive, (at a minimum), three (3) weeks of on-the-job training before assuming responsibilities of the position. Such training may be extended if deemed necessary.
- E. The following civilian positions will receive mandated training before being assigned full job responsibilities:
 - 1. Personnel working in positions requiring NCIC/CJIS access.

.02 Civilian employees will receive annual training on subjects that will benefit their job performance.

8-109.00 Training Requests

.01 The Sheriff's Office encourages employees to request training for increased job proficiency as well as self improvement. Training will be requested via Request for Training form, as follows:

A. Submission of Requests

1. Requests will be addressed to the Training Coordinator.
2. The Sheriff will reply, in writing, to the employee within three (3) weeks of receiving the requests. Replies to training requests include, but are not limited to:
 - a. Training is granted.
 - b. Training is refused due to budget constraints.
 - c. Training refused because cost of the training outweighs benefit to the office.
 - d. No decision at present pending evaluation of agency needs.
 - e. Training refused due to other personnel being selected. Brief rationale may be given as to what criteria was used for selection.

.02 Factors for Consideration in Approved Training

- A. Cost to the Office
- B. Benefit to Office when compared to cost.
- C. Past performance of the employee making request.
- D. Seniority, if all other factors are equal.
- E. Length of time a request has been in effect, all other considerations being equal.

.03 Maintenance of Training Request Log

- A. Training requests will be effective until the end of the calendar year in which request was submitted.
- B. At the end of the calendar year, all requests submitted for that year become void. It is the responsibility of employees to renew request by the last day of the calendar year in which the request was submitted to show continued interest in training. If requests are not renewed by the end of the year, and interest in a specific training is expressed at a later date, an Initial Report for training will have to be submitted.

By Order Of:

Craig A. Robertson, Sheriff