

Training Credit from Outside Sources

1. Training credit may be awarded by the Employee Development Unit to employees for completion of courses outside the agency, if the training is relevant to the criminal justice field or corrections, is specific to the employee's job, or intended to enhance professional development.
2. Upon completion of the training, the employee will submit an agenda, a copy of the certificate (if applicable), a brief written summary of the training, or copies of all handouts pertaining to the training to their assigned CTO. The CTO will submit the documentation to the training manager of the Employee Development Unit for approval and assignment of training credit and ELM course code.
 - a. Training hours will not include agenda items such as registration, lunch, or receptions. If the luncheon and reception includes a keynote speaker and the topic is job related, training credit can be awarded.
 - b. If the host training facility grants continuing education units (CEU), Legal (CLE) and other professional credits, the training hour credits will be the same as the number of credits awarded (e.g., .6 CEU equals six training hours).
3. Class coordinators contracting with outside agencies for in-service training at the academy or designated training sites will submit a course outline, handouts, or lesson plan to the training manager for approval 30 days prior to the scheduled training.
4. Accredited college courses that are job related may be approved for in-service training credits. At the end of each semester, the employee will submit a transcript to verify successful completion of the course to their facility/district/unit CTO. The CTO will forward it to the training manager for assignment of training credit. Training credit hours will normally be four times the number of credits received for college level courses.

Human Resource Development Services (HRDS) Training

The Employee Development Unit will ensure all units receive a schedule of training offered by HRDS.

1. Employees interested in attending courses will request the specific course(s) and date(s) through a written request to their assigned CTO.
2. The training request form will be forwarded within specified time frames to the Employee Development Unit. Employees who meet the travel criteria as specified in OP-120230 entitled "Travel Reimbursement Procedures" will be considered.
3. The CTO will be notified of the applicant's status within five days of the request.
4. Employees will receive a certificate upon successful completion of a training course. Employees will provide their CTO with a copy of the certificate before credit can be given via entry into PeopleSoft/ELM.

Leadership Development Training

The EDU training manager will ensure all units receive a schedule of training offered by contract entities.

1. Facility/district/unit heads will nominate employees to attend training courses designed to address needs of specific management levels.
2. The nominations will be forwarded within specified time frames to the designated coordinator.
3. Facility/district/unit heads, training officers, and selected employees will be notified of confirmed enrollment prior to the scheduled course date.

Council on Law Enforcement Education and Training (CLEET) In-Service Training

Credit for CLEET in-service training will be provided in accordance with OP-100202 entitled "Standards for Basic Peace Officer Training, Certification, and Commissioning".