

# Employee Training Records

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## **Policy Statement**

The Sheriff's Office has been working towards tracking all employee [training](#) via PowerDMS. The actions outlined in this special order will facilitate accomplishment of this goal.

## **Persons Affected**

All Sheriff's Office employees

## **Definitions**

**Training** – any course or activity designed to facilitate learning or teach skills that relate to an employee's job

## **PowerDMS Records Begin January 1, 2016**

Any employees and in-house instructors who have not yet submitted training documentation to the training records clerk or the corrections bureau's administrative coordinator for training received on or after January 1, 2016 should do so as soon as practicable.

## **Submitting Training Documentation**

Upon completion of any [training](#) activity, all employees should submit documentation that shows they attended the training to the *training records clerk*. This documentation should include:

- Description of the course content and provider (e.g., syllabus, flyer)
- Evidence that named employees attended the training (e.g., certificates of completion, sign-in sheets)
- Number of hours of training attended

Employees should submit documentation in its original form whenever practicable (e.g., hardcopy, electronic).

Coordinators of large groups of employees and in-house instructors should submit the above information on the group's behalf.