

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Training Attendance		CHAPTER/SECTION NO.: 23.2	
EFFECTIVE DATE: 12/11/01		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <b><u>** See Master File</u></b> <b>SHERIFF</b>	
STANDARD NUMBER: 33.1.2			

## 23.2 Policy

- 23.2.1 Required training will be attended. The training coordinator will document those in attendance or not in attendance. Attendance is also required for all training a deputy is scheduled to attend whether that training is mandatory, recommended or elective.
- 23.2.2 When an employee has completed a session or series of scheduled training classes, the attendance will be documented by the training coordinator, to include the nature of the instruction and the date(s) attended.
- 23.2.3 Unexcused absences by an employee will be documented and forwarded to the appropriate Bureau commander.
- 23.2.4 Employees attending any training are expected to participate in the training and to conduct themselves in such a manner as to promote an atmosphere of learning.
- 23.2.5 Employees selected to attend an outside course will be notified by the training coordinator. Since the training coordinator is responsible for directing the remittance/reimbursement of Office funds for training, it is important that the employee contact the training coordinator as soon as possible following notification of their approved training.
- 23.2.6 When a mandatory training class is missed, the employee will contact the training

coordinator to see if makeup training can be scheduled.

- A. Makeup training is scheduled at the mutual convenience of the training section and the employee's regular work unit.
- B. If the employee does not have an acceptable reason for missing the class, provisions for a make-up are not a high priority for the training unit.
- C. If an employee's failure to attend or pass required training results in a penalty to the employee's pay, in relation to the Office pay plan, subsequent successful completion will not result in retroactive payment of the pay differential.
- D. If a deputy has a legitimate conflict and wants to cancel or re-schedule attendance at any training class, he/she must notify the training coordinator as soon as possible prior to the class commencement AND must provide documentation, if any, of the reason for the request.
  - 1. Acceptable reasons for cancellation or re-scheduling attendance at any scheduled training include but are not limited to the following:
    - a) Court subpoena
    - b) Illness (doctors release required)
    - c) Family emergency
    - d) Office approved duties