

## INDIVIDUAL OUTSIDE TRAINING REQUESTS

### N.1 PURPOSE

This SEAM Article establishes the policy and procedures that govern the Cook County Sheriff's Office employment action and are a reiteration of standing practice, which prevents any political influence on the process.

### N.2 POLICY

- (a) The Cook County Sheriff's Office is committed to meet the training needs of the agency and to improve and develop employee job skills, knowledge, and abilities by providing necessary training, within the available resources, for all personnel.
- (b) The respective Executive Office Chief and/or department head involved in this Article's process shall complete and sign the Training Application, which contains the No Political Consideration Certification (NPCC).

### N.3 TRAINING PROCEDURE

#### N.3.1 REQUIRED OUTSIDE TRAINING

- (a) The respective department head will determine whether outside training is required for a particular assignment. The determination will be based on the duties, responsibilities, training, knowledge, skills, qualifications, abilities or certifications required for performance of the assignment.
  - 1. Following assignment to a designated post or position that requires specialized training, the respective department head will assign the employee to the required training according to the following criteria in order of priority:
    - a. Unit staffing/scheduling needs;
    - b. Course availability;
    - c. If multiple courses are required, availability of the necessary course in sequence; and
    - d. Available department resources.
  - 2. The respective department head will have the designated employee complete a training application and submit it through their chain of command. The application

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will be forwarded to the Executive Director of Training at least 30 days prior to the training start date. If less than 30 days, the respective department head must obtain approval from the respective Executive Office Chief and a justification must be sent to the Executive Director of Training. The training application shall include:

- a. Training course;
  - b. Dates of training;
  - c. Location of training;
  - d. Cost of training;
  - e. SEAM Article compliance review justification; and
  - f. Description of training course (e.g., brochure, website information).
- (b) The Executive Director of the Training Academy will authorize the submitted application if:
1. The request is directly relevant to the purpose of the requesting department;
  2. The description of the requested outside training corresponds to the employees' current job duties; and
  3. Training Academy budget funds are available.
- (c) Failure of an employee to pass the required outside training may result in discipline and/or transfer back to a previous assignment, if applicable.
- (d) If the training is approved, the Training Academy shall make notification in writing to the affected employee and the respective department head.

**N.3.2 DEPARTMENT-INITIATED OUTSIDE TRAINING**

- (a) If the outside training is not required, but is requested for employees within a respective department, the following procedures shall be followed:
1. The respective department head shall verify in advance course availability (e.g., date, time, number of openings).
  2. If the number of available spaces is limited, the respective department head shall select employees on the basis of seniority (adjusted if necessary) based on operational needs. Employees who were not initially selected should be scheduled when space become available.

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3. The respective department head shall have the designated employee complete a training application and submit it through their chain of command. The application will be forwarded to the Executive Director of Training at least 30 days prior to the training start date. If less than 30 days, the respective department head must obtain approval from the respective Executive Office Chief and a justification must be sent to the Executive Director of Training. The training application shall include:
  - a. Training course;
  - b. Dates of training;
  - c. Location of training;
  - d. Cost of training;
  - e. SEAM Article compliance review justification; and
  - f. Description of training course (e.g., brochure, website information).
- (b) The Executive Director of the Training Academy will authorize the submitted application if:
  1. The request is directly relevant to the purpose of the requesting department;
  2. The description of the requested outside training corresponds to the employees' current job duties; and
  3. Training Academy budget funds are available.
- (e) If the training is approved, the Training Academy shall make notification in writing to the affected employee and the respective department head.

**N.3.3 EMPLOYEE INITIATED TRAINING REQUEST**

- (a) An employee who is seeking an outside training opportunity shall complete a training application and submit it through their chain of command at least 30 days prior to the training start date. The training application shall include:
  1. Training course;
  2. Dates of training;
  3. Location of training;
  4. Cost of training;

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5. SEAM Article compliance review justification;
  6. Description of training course (e.g., brochure, website information); and
  7. Memorandum explaining why they should be allowed to attend the training.
- (b) Upon receipt of an employee-initiated training request, the respective department head will determine the following:
1. Course availability;
  2. Department staffing, scheduling and operational needs;
  3. Career path of individuals reviewed for selection;
  4. Consistent high-quality performance as indicated on the employee's performance evaluation, if applicable;
  5. If the employee demonstrated prior ability to use acquired knowledge for the improvement of the agency;
  6. Relevancy to the employee's assignment or unit;
  7. Necessity to perform the duties of the assignment; and
  8. Available resources / budgetary concerns.
- (c) If the respective department head approves the training based on the criteria in this section, the respective department head will determine if the employee(s) meets the following requirements, in consultation with the Office of Professional Review (OPR) and Employee Discipline.
1. The employee must not have incurred two or more unauthorized absences in the previous 24 months. This must be verified by the Department of Human Resources (HR) to determine if the employee is pending approval for an authorized leave.
  2. The employee must not have a total of four or more suspension days for a single infraction within the previous 18 months as a result of discipline from their original department.
  3. If the request is denied based on the criteria in this section, the employee will not be allowed to attend the requested training. The respective department head will deny the training application and notify the employee via memorandum, which must include the NPCC. A copy of the memorandum shall be forwarded to the Director of Compliance, Executive Director of the Training Academy, and Executive Director of HR.

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4. If the training is approved based on the criteria in this section, the respective department head will submit the approved training application and required documentation to the respective Executive Office Chief and the Executive Director of the Training Academy for final approval at least 30 days prior to the training date. If the application is submitted less than 30 days prior to the training date, the respective department head must obtain approval from the respective Executive Office Chief.
- (d) The Executive Director of the Training Academy will authorize the submitted application if:
1. The request is directly relevant to the purpose of the requesting department;
  2. The description of the requested outside training corresponds to the employees' current job duties; and
  3. Training Academy budget funds are available.
- (e) If the training is approved, the Training Academy shall make notification in writing to the affected employee and the respective department head.
- (f) If the respective department head identifies a training that may be beneficial to the department/unit, they shall coordinate with the Executive Director of Training to open up the training opportunity to applicable departments/units of the Sheriff's Office.

**N.3.4 OUTSIDE TRAININGS HOSTED BY THE TRAINING ACADEMY**

- (a) If the Sheriff's Office Training Academy is hosting a training provided by an outside vendor (e.g., NEMRT, FLETC), the Executive Director of the Training Academy shall send a notice to all applicable department heads that includes the following information:
1. Name and description of the training;
  2. Date(s), time(s) and location of the training;
  3. Number of available spots; and
  4. Deadline to submit training applications.
- (b) The approval process outlined in the subsection entitled Department-Initiated Outside Trainings shall be followed.

**N.3.5 OUT-OF-TOWN TRAINING**

Out-of-town trainings generally require a hotel stay, transportation (e.g., flight, rail, bus, use of a Sheriff's Office vehicle), and/or per diem. Refer to the Cook County Travel and Business

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Expenses Policy and Procedures for rules about non-local travel.

Employees shall exhaust all local training options prior to requesting an out-of-town training. All out of town training requests must be approved by the respective department head, respective Executive Office Chief and Executive Director of the Training Academy. The training application must be submitted at least 30 days prior to the training date. If the applications are submitted less than 30 days prior to the training date, the respective department head must obtain approval from the respective Executive Office Chief. The training application must include specific information regarding travel expenses.

**N.3.6 RESTRICTIONS**

Failure to comply with the procedures set forth in this Article will result in non-payment or non-reimbursement for the cost of the specialized training, denial of requested duty hours and non-recognition of requested specialized training certification or license.

**N.3.7 TRAINING COMMITMENT**

The applicants selected for outside training may be required to sign a commitment statement, which states that upon completion of the outside training, the employee will remain in the respective assignment/unit/department for a minimum period of time as determined by the respective department head and subject to the operational needs of the Sheriff's Office.

**N.3.8 NOTIFICATION AND COMPLIANCE**

Notification of all approved outside training shall be forwarded to the Director of Compliance.

**N.3.9 TRAINING CERTIFICATES**

An outside training attendee must submit the copies of the original certificate or license issued for the training within 10 business days of completion of the training to the following:

- (a) Respective department head; and
- (b) Training Academy.