



# Office Of The Sheriff - Henry County

## Training Request / Recommendation

### REQUESTER INSTRUCTIONS

This document will contain sensitive information; take necessary precautions to safeguard contents. Print all required information and submit one Request for each class /course. Print dates as mm/dd/yyyy.

Date Submitted: \_\_\_\_\_,  Normal Routing,  Please Expedite (time constraints only)  
Employee Name (one per form): \_\_\_\_\_, Employee #: \_\_\_\_\_  
Current Assignment (Division and Unit): \_\_\_\_\_, Date Hired: \_\_\_\_\_

**Preregistration POST Required Information (This section must be filled in completely by requester.)**

Social Security Number: \_\_\_\_\_, Date of Birth: \_\_\_\_\_, OKEY #: \_\_\_\_\_  
POST Certification # (PBLE / PBJA): \_\_\_\_\_, Date Certified: \_\_\_\_\_

**(Not to be submitted earlier than 90 days for GPSTC courses and must have Course I.D. Number or will be returned.)**

Course I.D. Number: \_\_\_\_\_, Course Location: \_\_\_\_\_  
Course Title/Name: \_\_\_\_\_  
Course Fee(s): \_\_\_\_\_, Course Date(s): \_\_\_\_\_, I plan to attend  On Duty,  On Personal Time  
Reasons this training is needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### APPROVAL PROCESS

Sensitive training such as, but not limited to, Instructor and Hostage Negotiations must be approved by the Chief Deputy or Sheriff. Check all that apply at your level (Pre-Mandate Assessment requests go directly to the Commander – Support Services Division). Print N/A in ranks below that do not apply.

Approved,  Denied by Sgt. \_\_\_\_\_, Date: \_\_\_\_\_  
 Approved,  Denied by Lt. \_\_\_\_\_, Date: \_\_\_\_\_  
 Approved,  Denied by Capt. \_\_\_\_\_, Date: \_\_\_\_\_  
 Approved,  Denied by Major \_\_\_\_\_, Date: \_\_\_\_\_

Cost Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved,  Denied by Chief \_\_\_\_\_, Date: \_\_\_\_\_  
 Approved,  Denied by Sheriff \_\_\_\_\_, Date: \_\_\_\_\_

Stipulations: Meals at:  County,  Personal Expense; Is  OT or  Comp Time Authorized:  Yes,  No  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### TRAINING UNIT RESPONSIBILITIES

After this Training Request has been approved and class participation reserved, the Training Unit will email the Requester a copy of the completed form with copies to those in the approval chain to insure all are aware of the final dates as well as the above meal and time stipulations. The Requester will be notified if the Training Request was denied. It is the responsibility of the Requester to check their assigned HCSO email regularly. Failure to check emails is not an excuse for missing classes. Check GPSTC Student Access or HCSO Training Calendar for course requirements/details.

Training Coordinator confirming class acceptance: \_\_\_\_\_  
Confirmed With: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Confirmation # or Comments: \_\_\_\_\_