



# OAKLAND COUNTY SHERIFF'S OFFICE

## Policy & Procedure

	<b>NUMBER</b> 254	<b>DATE</b> February 19, 2013
<b>SUBJECT:</b>	<b>Online Learning System</b>	
		<b>DISTRIBUTION</b> A,I
<b>REFERENCE:</b>		

### **POLICY**

It shall be the policy of the Oakland County Sheriff's Office to provide staff with comprehensive in-service training, to ensure professional standards are met, as well as to comply with state and federal laws. The Oakland County Sheriff's Office will utilize many training delivery methods when providing required in-service training, including but not limited to the Online Learning System. The Online Learning System shall be implemented and administered by Command in conjunction with the Training Unit. Failure to comply with this program could result in disciplinary action.

### **PROCEDURE**

#### **1.0 MATERIAL FOR DISEMMINATION**

- 1.1 The Captain(s), or their designee, shall submit pertinent suggestions to the Training Unit for their dissemination.
- 1.2 The Training Unit shall comply with state and federal laws and regulations for any required annual training.
- 1.3 The Training Unit shall develop a training program pertaining to a specific training subject or Policy & Procedure.

#### **2.0 DISEMMINATION**

- 2.1 The Training Unit shall distribute any Online Learning System training needed to be completed via e-mail to all personnel.
- 2.2 Each employee is responsible for retrieving the Online Learning System training sent to their county email address by the Training Unit.

#### **3.0 COMPLETING THE ASSIGNED COMPUTER BASED TRAINING**

- 3.1 Each employee will be responsible for completing all sections of the Online Learning System within 30 calendar days of receiving the notification of the training.

- 3.2 Command Officers will receive a list prior to the deadline from the Training Unit of the employees that have not completed the Online Learning System training in the allotted time.
- 3.3 Command Officers shall ensure that each employee completes the program that was assigned to that employee.
- 3.4 Failure to complete Online Learning System training sessions could result in disciplinary action.

4.0 **RECORD KEEPING**

- 4.1 The Training Unit shall record the completion of training for each employee using to the Online Learning System program; this will become a part of the employee's training record.



Michael J. Bouchard

Sheriff