

## TPD: Guidelines for Requesting External Training

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### External training sources

External training sources include but are not limited to

- California Criminalistics Institute
  - Federal Bureau of Investigation
  - Bureau of Alcohol, Tobacco and Firearms
  - Drug Enforcement Administration
  - professional associations
  - equipment manufacturers.
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### Applicant requirements

In order to be considered for external training the applicant must

- complete the training application form provided with the training announcement
  - complete the *Training/Conference Request* form and include all estimated costs
  - attach a copy of the training announcement, the application form, and the training agenda (when available) to the *Training/Conference Request* form
  - submit the application packet to the unit supervisor for approval.
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### Responsibility of the unit supervisor

It is the responsibility of the unit supervisor to

- ensure that the application packet is complete
  - sign and forward the complete application packet to the Administrative Services Officer to review the costs and the Laboratory Director for action.
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## TPD: TPD: Guidelines for Requesting External Training, Continued

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### Director's approval

The application packet is submitted to the Laboratory Director for approval.

IF the...	THEN the...
Laboratory Director approves the request	application packet is signed and returned to the laboratory's Administrative Services Officer.  A copy of the application packet is submitted to the PDC for retention.  The applicant assists the Administrative Services Officer in finalizing payment and travel arrangements.
Laboratory Director does not approve the request	application packet is returned to the employee's supervisor who informs the applicant that approval was not granted to attend the training.

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### Analyst's responsibilities

The analyst receiving external training is responsible for the following:

- keeping current on training assignments
- reading reference and training materials
- keeping a record of all notes, charts, and training exercises generated during the phases of the training process
- submitting a copy of an official certificate of completion to the PDC
- complete training evaluation.

NOTE: Travel costs will not be reimbursed unless a training evaluation and certificate (if applicable) are submitted to the PDC. A copy of the training evaluation and certificate must be included with the travel reimbursement claim.

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