

Scotland County Sheriff's Office

In-Service Training / School Request & Approval Form (Rev. 03-2008)

This form is required to be completed and signed by both the employee and direct supervisor. It is intended to be used for all non-mandatory training that is desired by either the employee or the employees' supervisor. Once complete, it should be forwarded to the Office of the Chief Deputy for approval by the Sheriff. Attachment of a training announcement, brochure, flyer, or other program description is required for approval. This form must be submitted **PRIOR** to an event in order to receive reimbursement for or arrange payment for travel, registration, and/or lodging.

Name _____ Shift _____ Date _____

Detention Officer Patrol Deputy CID Civil Telecommunicator Other

Direct Supervisor's Name _____ Request Approved? **YES** **NO**

Name of School or Training Event: _____

Location of Training: _____ Mode of Travel _____

Date(s) of Training: _____

Estimated cost for:

Registration \$ _____ Lodging \$ _____ Travel \$ _____ Other Expenses

\$ _____ Total Estimated Costs: \$ _____

Please **list specific dates to be missed** from work schedule AND **plans to cover shift duty**:

Please include a written description of the objectives of the training that you personally expect to derive from this educational experience.

Employee Signature

Date

Supervisor Signature

Date