

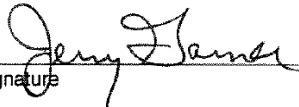
GREELEY POLICE DEPARTMENT

General Order 364.00

Reviewed: 06/15

364.00 MANDATORY ATTENDANCE

- Required training will be attended by departmental personnel. The Support Services Division will document those who do not comply with mandatory attendance.
 - An employee may be excused from training due to conflicting court obligations, or the pressing requirements of an on-going investigation, or call load. Excused absences will only be approved by the section or unit lieutenant, excluding emergency leave in absence.
 - An employee may be excused from training if he is on a legitimate leave from duty such as sick leave, holiday leave, vacation leave, etc.
- Upon missing a required training class, the employee will contact the Training Sergeant to schedule a make-up session, at the convenience of the Support Services Division and the employee's work unit.
- When an employee has completed a session or series of mandatory training classes, the Support Services Division will document the nature of the instruction and verify the employee's completion of the training.
- Unexcused absences by an employee will be documented and forwarded to the respective Division Commander for proper disposition.

GENERAL ORDER 364.00 MANDATORY ATTENDANCE		Reviewed: 06/15
Authori:	Authorized by Jerry Garner, Police Chief	Reviewed: 06/15
Effectiv	Effective Date: June <u>30</u> , 2015	
Signatu	 Signature	Date: <u>6-30-15</u>