

GREELEY POLICE DEPARTMENT


General Order 364.00

Reviewed: 03/19

**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 employee's Watch Commander, excluding emergency leave in absence.
  - An employee may be excused from training if he or she 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 Watch Commander for proper disposition.

<b>General Order 364.00</b>	<b><u>MANDATORY ATTENDANCE</u></b>	<b>Reviewed: 03/19</b>
<b>Authorized by Mark Jones, Police Chief</b>		
<b>Effective Date: March <u>21</u>, 2019</b>		
	<b>Date:</b>	<b><u>March 21, 2019</u></b>
<b>Signature</b>		