

4.3. METHODOLOGY

The procedure in this policy includes the coordination of a request through three levels of approval: Field, Central Office, Agency.

4.3.1 FIELD

ACTION

Personnel

Supervisor

District Manager/Supervisor

RESPONSIBILITY

Submit request to immediate Supervisor for approval.

Submit request with recommendation to District Manager/Superintendent for approval.

Submit request to Training Chief for Central process.

4.3.2 CENTRAL OFFICE

RESPONSIBILITY

Chief of Training

Administrative Secretary

ACTION

Coordinate request with Director

Submits for Commissioner to Commissioner for Approval.

Submits for Agency Approval.

Notifies requestee of decision.

Coordinates Out of State Travel Advance.

RESPONSIBILITY

Chief of Training

ACTION

Coordinates travel arrangements

Coordinates housing arrangements.

Assist personnel in and out of state training endeavors.

5. ATTACHMENT

5.1 Agency of Administration Bulletin 3.4

6. Training Method

Policy 09 Out Of State Travel

5.1

7. Quality Assurance Processes

6.1

8. Financial Impact:

7.1

9. References

10. Responsible Director and Draft Participants