

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 6.41
		Issue Date: May 5, 2009
		Revision Date:
CHAPTER: Human Resources		Related Policy: G.O. 6.32 Career Development
SUBJECT: Cross Training/Job Shadow		Related Laws:

POLICY: The Sheriff's Office will provide the opportunity to internal employees to observe an employee in another job position/section for the purpose of enhancing the employee's understanding of the overall internal operation of the Sheriff's Office.

RULE(s): Cross training must be approved by both employees' supervisors and occur during the employees' normal work schedules.

PROCEDURE:

I. General

- A. An employee must demonstrate the advantage of the cross training to his/her supervisor. Cross training should enhance the knowledge and understanding of the employee regarding the operations of the Sheriff's Office.
- B. Cross training will not interfere with normal operations in the section of either the trainer or the observer.

II. Employee Responsibilities

- A. Employees will make a request for cross training in writing to their supervisor, stating the reasons the training will be beneficial, and the time, date and location proposed.

III. Section Supervisor Responsibilities

- A. The section supervisor receiving the request will contact the supervisor of the section to be observed. These two supervisors will have the final authority to decide whether a person will have the opportunity to cross train or serve as a trainer.