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|  | **Title**: | PERSONNEL TRAINING | | **Policy #** | | PS.2.01 |
| **Division:** | Administration | | **Page:** | | Page 1 of 2 |
| **Coroner Signature:** | |  | **NAME Reference:** | | G2a,G2b,G2e,G2f,G2g, G2h,G2k,G2l,G3a,G3b,G3c, G3d,G4a,G6a,G6b,G7a,G7c | |
| **Approved/Revised Date:** | | **Rev. 07-10-2024** | **IACME Reference:** | | A11c,A12b,A12c,A12d, A12e,E1a,E1b,E1c,E1i | |



**PURPOSE**:

To establish a policy for employee training and professional development; an essential, integral, and a continuing function of the Ada County Coroner’s Office (ACCO).

Professional growth and development are cornerstones of the ACCO. By striving to provide current and essential educational training opportunities to its staff, the ACCO ensures that personnel are equipped with the knowledge and skills to meet the needs of the Ada County community.

**POLICY**:

It is the policy of the ACCO that, in addition to meeting the minimum requirements of the positions into which they have been placed, all personnel shall continually attend training opportunities consistent with their daily duties.

**PROCEDURE**:

1. **General**
   1. All training must be consistent with the daily duties of the employee as per their job description.
   2. Final approval shall be at the discretion of the Coroner, or their designee.
2. **Employee Responsibilities**
   1. All employees shall attend the New Employee Orientation (NEO) facilitated by the Ada County Human Resources Department.
   2. All new employees shall satisfactorily complete division specific training requirements within the required time frame.
   3. All employees shall maintain certifications required by accreditation boards; and local, state, and federal law, for their job position and duties.
      1. All required licensure for medical staff shall be verified at the time of initial employment and annually thereafter.
   4. All forensic pathologists shall maintain medical licensure for the state of Idaho throughout their term of employment, attain American Board of Pathology certification in Anatomical and Forensic Pathology within approximately two (2) years of date of hire, and complete the required annual continuing medical education (CME) while employed for the ACCO.
      1. Supervisor discretion may be considered.
   5. All medicolegal death investigators shall become American Board of Medicolegal Death Investigation (ABMDI) certified within approximately two (2) years of date of hire.
      1. Supervisor discretion may be considered.
   6. Employees are encouraged to seek additional training that expands their skillset within their job position description and duties.
   7. Training request documentation shall be submitted to a direct supervisor.
      1. Training request justifications may be required.
3. **Supervisor Responsibilities**
   1. Identify and assess training requirements and potential resources.
   2. Validate potential training programs for budgetary constraints.
      1. Training shall be within job position description and duties.
      2. Course content shall be clearly stated.
      3. Instructors shall be vetted.
   3. Evaluate, recommend, implement, and coordinate training programs.
   4. Maintain training records, with official records being sent to the Ada County Human Resources Department.
4. **FEMA Training Requirements (Must be completed within one year of hire/promotion)**
   1. Administration and Pathology Divisions shall satisfactorily complete:
      1. FEMA Courses 100 and 200. Available online.
   2. Forensic and Investigation Divisions shall satisfactorily complete:
      1. FEMA Courses 100, 200, 700, and 800. Available online.
   3. Supervisor and Senior Positions shall satisfactorily complete:
      1. FEMA Courses 100, 200, 700, and 800. Available online.
      2. FEMA Courses 300. In-person course.
   4. Executives and Emergency Preparedness Division shall satisfactorily complete:
      1. FEMA Courses 100, 200, 700, and 800. Available online.
      2. FEMA Courses 300 and 400. In-person courses.