



San Diego County Sheriff
Training Bulletin
William D. Gore, Sheriff
September 2018



Police Officers Standards and Training (POST) Travel POETA
and Training Reimbursement Requests (TRR) Forms

The purpose of this bulletin is to address uniformity in completing paperwork for the POST reimbursable and non-POST reimbursable classes.

Department members are mandated to attend POST training to better equip them to do their jobs as deputies, detectives, supervisors, etc. Several of the mandatory classes are reimbursable by POST and required forms need to be completed. For a list of reimbursable classes and access to POST's TRR form, please click on the following link to the In-Service Training website:

<https://ssp.sdsheiff.com/HRB/Training/InService/Travel/Home.aspx>

The In-Service Training Unit is responsible in completing paperwork for the Sheriff Department's sworn employees who attend training that is paid by the org unit's travel budget. On several occasions there are individual stations that have funds in their budget to pay for the specialized training attended by deputies that will not go through the In-Service Training unit.

The correct expenditure account number must be used in order to track POST funds accurately. The **E section** of the **POETA**, which stands for Expenditure, has to be completed uniformity across the department.

For POST reimbursable classes, please use expenditure account number [REDACTED]. For any class that is POST reimbursable, a completed TRR form must be submitted.

For non-POST reimbursable classes, there are various expenditure accounts that may be used, however, expenditure account number [REDACTED] will be used. There are several POST Certified classes that will fall in this category but are not POST reimbursable.

For questions about POST training and travel please contact Deputy Alex Brust, [REDACTED]
[REDACTED]

For questions about the POST TRR form please contact Senior Office Assistant Lilette Pickett
[REDACTED]

The information in this Training Bulletin was provided by Deputy Alex Brust of the In-Service Training Unit. If you have expertise in a particular subject and would like to write a training bulletin, please contact Corporal Michael Cruz at In Service Training, [REDACTED]
[REDACTED]