



## UNA POLICE DEPARTMENT

### TRAINING REQUEST

OFFICER

(PRINT): \_\_\_\_\_ DATE: \_\_\_\_\_

CLASS TITLE: \_\_\_\_\_

DATE(S) OF COURSE: \_\_\_\_\_

NUMBER OF HOURS: \_\_\_\_\_

LOCATION OF TRAINING:

\_\_\_\_\_  
\_\_\_\_\_

COURSE SYNOPSIS (describe training, or attach supplied description of course):

\_\_\_\_\_  
\_\_\_\_\_

☐ I REQUEST TO ATTEND THE ABOVE LISTED TRAINING

\_\_\_\_\_  
SIGNATURE/DATE

☐ ASSIGNED ☐ APPROVED ☐ UNAPPROVED\*

\_\_\_\_\_  
SUPERVISOR/DATE

\*Assigned: Paid training, required attendance.

Approved: Overtime/cost of training not paid by Department, employee may attend during work hours with supervisor approval.

Unapproved: Unpaid training, must take leave or attend on off time and employee is responsible for all costs of training.