3-02/020.35 - Education Records and Verification

Sworn Personnel

- For Educational Incentive Purposes
  - Official transcripts from accredited schools, colleges, or universities; certified copies of Intermediate POST Certificates; and certified copies of Advanced POST Certificates.
- For Promotional Examination Purposes
  - Official transcripts from accredited schools, colleges, or universities.

The captain/director of Personnel Administration Bureau shall have the authority to accept educational records of any type for credit in individual cases.

Official college transcripts must have a raised or embossed school seal and must be sent directly from the school to Personnel Administration Bureau, Attention: Records Unit. Official transcripts with an embossed seal now in an employee's personnel folder will be accepted.

Certificates are acceptable only when authenticated by Personnel Administration Bureau. The verification process consists of presenting the original certificate to Personnel Administration Bureau. A receipt will be issued to each employee for transcripts or certificates placed in his personnel folder.

Each employee shall ensure that documents in his personnel folder meet these standards.

Copies of diplomas will not be used for verification of educational requirements for examinations; however, at the employee's request, copies will be placed in his personnel folder.

Affiliated college credits awarded during academy training are not automatically forwarded to Personnel Administration Bureau by either the college or the academy. It is the employee's responsibility to personally contact each college attended regarding academy credit and to have certified transcripts sent to Personnel Administration Bureau, Attention: Records Unit.

Civilian Personnel

Employees in civilian positions must adhere to the educational/training requirements included on each bulletin for which the employee participates. It is the employee's responsibility to provide all documentation required whether or not it is part of their personnel folder.

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Certificates are acceptable only when authenticated by Personnel Administration Bureau. The verification process consists of presenting the original certificate to Personnel Administration Bureau. A receipt will be issued to each employee for transcripts or certificates placed in their personnel folder.

Each employee shall ensure that his personnel folder meets these standards.

Copies of diplomas will not be used for verification of educational requirements for examinations; however, at the employee's request, copies will be placed in his personnel folder.