# 7-01/120.20 Administrative Procedures for Certificates and Awards

The Transportation Bureau Training Lieutenant will be responsible for the overall administration of this program. He will maintain all necessary records required to ensure that certificates and awards are presented to qualified personnel, in a timely manner.

The Training Lieutenant shall create a file which will record all personnel who successfully complete the Bus Driver Training Course. This file shall be maintained on the Bureau's computer. All vehicle accidents by Bureau personnel shall be maintained on the Bureau computer and classified as preventable, non-preventable, mechanical, or unknown.

Each month the Training Lieutenant will be responsible for certificates and/or awards to be generated for personnel who have completed appropriate training, or who qualify for a certificate or an award.

Once the certificates and awards have been properly prepared, they will be forward to the Sheriff's Aide for the Sheriff's signature. Upon return, the certificates shall be presented to the recipient by the Unit Commander or his representative.

A copy of all certificates and awards shall be placed in the concerned employee's Unit personnel file.