

## **Audit and Accountability Bureau Training Office**

- **Training Sergeant**
  - **Personnel Mentoring Program**
  - **Audit Training and Continuing Professional Education**
  - **Continuing Professional Education**
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- **Training Sergeant**

**The Training Sergeant's responsibilities include but are not limited to:**

- **Schedule and supervise bureau training for all AAB personnel.**
  - **Complete Mentoring Program for all AAB personnel.**
  - **Monitor Continuing Professional Training and Continuing Professional Education.**
  - **Ensure staff are compliant with Department training policies and procedures.**
  - **Organize and retain personnel training folders and certificates.**
  - **Liaison with Department training and external training groups.**
  - **Prepare all documentation for travel training for personnel attending training.**
  - **Complete special projects assigned by management.**
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