

PERSONNEL ACTION NOTICE FOR ADVANCED HOURS VERIFICATION

Distribution: Original to Human Resources

Copy: Dept and Employee

Name _____

Last

First

Middle

Address _____

Street

POB

City, State, Zip

Date _____

STATUS CHANGE: Effective Date:

	Department	# of hours	Hourly Wage	Job Title	Certification that corresponds with the advanced training.
<i>FROM</i>	Police 040	XXXX			
<i>TO</i>	Police 040				
<i>Other status change for this pay period>>>>>>></i>					

Explanation:

According to the NMDPS:

1. The Patrol Officer position is eligible for only the advanced certifications of IMD I, IMD II, ADV I, and ADV II.
2. The positions of Corporal and Sergeant are only eligible for the advanced certifications of the ones above and 1st Line Supervisor.
3. The position of Lieutenant is only eligible for the advanced certification of the ones listed above and CMD.

The Village of Ruidoso does not have the same opportunity for advancement as in larger municipalities but the Village does encourage advanced training of our Officers. Because of this, our Chief verifies that the training would be equal to the advanced certifications and the VOR awards the same % of increase to the positions as listed below:

The VOR allows:

Patrol Officer, Corporal, Sergeant, and Lieutenant Positions are eligible to receive training equal to the certification of EXEC.

I certify this employee has completed the required training to receive this increase and that the training is equivalent to the training eligible for the certification listed. I further certify that no college course(s) were submitted that are being used in the past, present, or future towards a college degree.

Chief Certification: _____ Date: _____

			<i>HR Use Only</i>
<i>Approved/Disapproved</i>	<i>Department Director</i>	<i>Date</i>	<i>Date Received</i> _____
			<input type="checkbox"/> <i>Reviewed</i>
			<input type="checkbox"/> <i>Payroll Entered</i>
<i>Approved/Disapproved</i>	<i>Manager/Deputy Manager</i>	<i>Date</i>	<input type="checkbox"/> <i>Copies made & Distributed</i>