CITY OF GREEN COVE SPRINGS
ADVANCED TRAINING/ LICENSE/CERTIFICATE REQUEST

==*Requires Department Head's, Human Resources Director's, and City Manager's approval before scheduling*==

Name: **Karla Holness**   Hire Date: _____   Employee ID #: _____

Department: **Records**   Position: **Record Technician**

Type of Training / Education: ☒ Advanced Training   ☐ License   ☐ Other _____

Purpose of Training / Education: ☒ Job Skills   ☐ Career Advancement

Name of Provider: **PRI Management Group**

Address: **299 Alhambra Circle, Suite 316 Coral Gables, FL 33134**

Course/Seminar Title: **Florida Sunshine Law for Law Enforcement**

Start Date: **02/17/2021**   End Date: **02/17/2021**

104 -2021-5005410

Registration Fee: $ **250**   (will need to be paid)

Accommodations: $ **0**

Total Cost: $ **250**

*Traveling – Review Travel and Funds
Advance Request Form

FOR HR USE ONLY

_____ Copy given to employee after authorization

_____ Copy given to Finance

Employee: Please attach copy of class description.

Please read each statement below and initial to the left of each statement to verify your understanding of the rules regarding the Training & Education Policy. For more information, please refer to the Personnel Manual, Section 10.

KH Reimbursement for any training, license(s), certificates and books may only be requested after the employee has worked for the City for one (1) continuous year of full-time service.

KH Course is job-related or provides benefit to the City.

KH The cost of books for the course may be reimbursable up to 100%, upon approval by the City Manager.

KH I certify that I have read and understand the Training & Education Policy and that to the best of my knowledge this application is complete and correct. I further understand that falsifying this application can be grounds for suspension from the Training & Education Program or disciplinary action and could constitute fraud which could result in criminal penalties.

KH If separation of employment occurs with the City within three (3) years for advanced training or certifications costing more than $250 and paid by the City, I agree to reimburse the City a prorated amount.

KH If separation of employment occurs with the City within six (6) months of receiving a certification/license costing less than $250 such as, CDL, Water/Wastewater license, or Notary Public and paid by the City, the employee shall be responsible for 100% reimbursement.

Employee: _K.Hhn_   Date: _1-5.21_

Sergeant/Supervisor: __n/a__	Date: ----------	☐ Approved	☐ Disapproved
Division Commander: __EJh__ #673	Date: 1-5-21	✓ Approved	☐ Disapproved
Dept. Head: __Wudoo__	Date: 1·5·21	✓ Approved	☐ Disapproved
HR Director: _____	Date: _____	☐ Approved	☐ Disapproved
City Manager: _____	Date: _____	☐ Approved	☐ Disapproved

NOTE: Once you have obtained Department Head's signature, this form must be submitted to the HR Department.

Employee: Please attach copy of class description.

FL Sunshine Law for Law Enforcement

Modernizing American law enforcement information management operations.

"I have attended many seminars and training classes over the last 20 years in law enforcement; I have to say with certainty, yóurs was simply amazing. You are very informed about the topic you teach.

WHO SHOULD ATTEND

+ Records personnel or others within the agency who are responsible for reviewing, redacting and releasing law enforcement records.

REGISTER ONLINE

Register online at policerecordsmanagement.com

COST

$250/person
Checks & Credit Cards
5-day cancellation policy for refunds.

Checks payable to:
PRI Management Group
299 Alhambra Circle, Suite 316
Coral Gables, FL 33134

ONLINE TRAINING ANNOUNCEMENT

COURSE: Florida Sunshine Law for Law Enforcement
DATE: February 17, 2021 8a-3p
WHERE: Online ONLY

OVERVIEW

A one day course covering the application of Florida Chapter 119 to law enforcement records. This seminar focuses on public records held specifically by law enforcement agencies and understanding what should or should not be released to the public according to Florida law and corresponding legal opinions.

Topics Include:

+ Overview of Florida's Sunshine Law (Chapter 119)
+ Exempt vs Confidential Records
+ Understanding and Identifying criminal investigative and intelligence information
+ Handling victim and witness information
+ Redacting law enforcement reports (includes hands-on exercises)
+ Releasing law enforcement training and personnel file information
+ Discovery vs public records requests
+ Managing sealed and expunged records

QUESTIONS
Registration/payment issues contact:
Charles Main, Training Coordinator
305-460-0096
training@policerecordsmanagement.com

PRESENTED BY:

PRI
MANAGEMENT GROUP

When

Wednesday, February 17, 2021 from 8:00 AM to 3:00 PM EST

Add to Calendar

Where

This is an online event

Contact

Charles Main
PRI Management Group
305-460-0096
training@policerecordsmanagement.com

FL Sunshine Law Online February 17, 2021

A one day course covering the application of Florida Chapter 119 to law enforcement records. This seminar focuses on public records held specifically by law enforcement agencies and understanding what should or should not be released to the public according to Florida law and corresponding legal opinions.

You have successfully registered for this seminar; look for a confirmation email shortly.

Thank you!

Any questions call 305-460-0096 or email: training@policerecordsmanagement.com

This is an online event. Check your confirmation e-mail for instructions on how to join.

Share this event on Facebook

Tweet that you're attending

Agency Information

Agency:	Green Cove Springs Police Department
Address 1:	1001 Idlewild Avenue
City:	Green Cove Springs
State:	Florida
ZIP Code:	32043
Phone:	9042977322
Billing Contact Name:	Amanda Upton
Billing Contact Email:	aupton@gcspd.com

Attendee Information

First Name:	Karla
Last Name:	Holness
Email Address:	olivierrek@gcspd.com
Phone:	9042977300
Rank	
Job Title:	Records Technician
How did you hear about this seminar?	Other

Payment Summary

Payment Method

Pay By Check

Please make check payable to:
PRI Management Group
299 Alhambra Cir
Suite 316
Coral Gables, FL 33134

Name	Type	Quantity	Fee	Total
Karla Holness	Event fee	1	$250.00	$250.00
			TOTAL:	$250.00

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