

Certification Program for County Sheriffs and Deputies

Effective July 1, 2018

County Training Program – Oklahoma State University – OCES

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Sheriff Certification Program	Sheriff & 1st Deputy		Other Deputies
	Hours	Required	Required
Basic Accounting 1 -Intro	6	6	
Budget Process 1 - Intro	6	6	
Introduction to Purchasing	3	3	
Managing Personnel in an At-Will Organization	12	12	
Sheriff Duties Review 1 (using Handbook)	6	6	6
Statute Reference	6	6	
Tax Warrants (Personal Property)	6	6	
Effective Work Skills	6		6
Understanding the Whole of County Gov't	3		3
Total Required Course Hours		45	15
Total Discretionary Course Hours		18	24
Total Hours for Certificate		63	39

CLEET credit may be obtained for any of the courses listed above. A CLEET form will be available at each course location.

Discretionary Hours may be obtained by taking any OSU-CTP certification class (except required classes listed above) or by taking any other approved training.

It is highly recommended that requisitioning officers take Purchasing Procedures 1 (6 hours) and that receiving officers take Inventory Tracking & Disposal in addition to Intro to Purchasing. These courses may be used to fill the discretionary hour requirements.

Certification credit hours from OSU-CTP do not require completion of a post-course exercise but the exercise may be voluntarily taken for review purposes.

Courses taken before 7/1/2018 will be translated into appropriate credit hours in the program above.