

**OFFICE OF INVESTIGATIVE SERVICES  
POLICY & PROCEDURE #350**

**TRAINING NEEDS ASSESSMENT**

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**REGIONAL TRAINING NEEDS ASSESSMENT:**

The Office of Investigative Services is supportive of development for interpersonal growth of all staff. Training is required in the OIS Annual Operating Plan and is made a part of the annual performance evaluation. The Performance Management Process allows the supervisor and employee to identify developmental goals and areas for improvement that can be accomplished through on-the-job development, assignments, or by formalized training experiences.

The supervisor will meet with each staff member on an annual basis to evaluate and develop an individual needs assessment plan. These requests are then prioritized and made a part of the Regional Needs Assessment Plan, which is submitted to the Assistant Director for review. Once scheduled, employees must make every effort to attend the training. Supervisors are required to ensure that the minimum training opportunities are afforded each employee to meet the requirements of the OIS Annual Operating Plan.