Training Documentation

- The Posse bylaws require the Training Coordinator to maintain the training records for each member. Due to space limitations in the VR system, uploading certifications to the VR website is no longer recommended. Going forward, please <u>email scanned copies</u> of all training documentation that is listed below, to the following individuals: Steve Reinhart, Training Coordinator <u>svreinhart@gmail.com</u> , <u>cc to</u> Mark Langfelder, 1st Lt of Operations <u>mlangfelder@gmail.com</u> , John Wilcox, Call Out Coordinator <u>jwilcox1928@gmail.com</u> – **Also include YCSO Volunteer Coordinator, Dee Dee Loll, <u>dennyse.loll@yavapaiaz.gov</u>   with all copies of FEMA certificates/First Aid CPR and any additional certifications.**

- ==Sheriff's Welcome letter - RPs only==
- FEMA Certificates – IS100, IS200, IS700 and any others.
- First Aid / CPR card
- RP Requirements – Sign Off Sheet (when complete, before submitting to Squad Leader)
- Arizona SAR III Task Book Page 3 (when complete prior to submission to YCSO)
- Arizona SAR II Task Book Pages 3 & 4 (may submit more than once/prior to completion of entire task book to update VR records)
- Arizona SAR II Continued Training Record (every time items 8,9,10 or 11 are updated, prior to submission of form to YCSO)
- Yearly equipment and 24-hour pack check forms
- Any additional certifications that are not documented in VR (BBP is automatically documented when completed online)
- Mission Rosters – One person from the Jeep Posse needs to scan and forward a copy of the completed roster from a call out.

All documentation should be scanned utilizing the Genius Scan app and forwarded as PDF file with a small or medium file size. Each document should be scanned separately (multi-page documents can be one PDF file), and attached to an email sent to Steve Reinhart and cc'ing Mark Langfelder and John Wilcox as well as Dee Dee Loll if applicable. (See above)

*Free App Genius Scan App Developer: The Grizzly Labs
https://play.google.com/store/apps/details?id=com.thegrizzlylabs.geniusscan.free&hl=en_GB&gl=US&pli=1
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