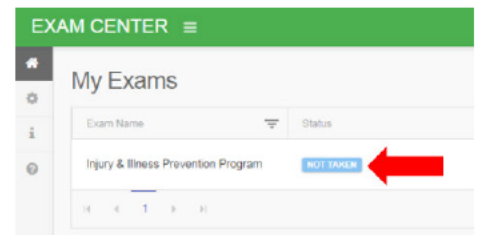
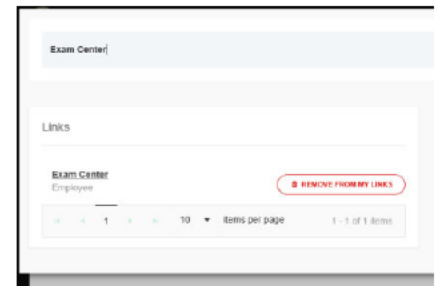
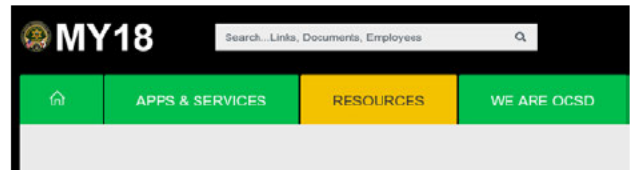




To: All Sheriff's Personnel
From: Captain Wayne Byerley
Date: March 15, 2019
RE: 2019 Online Safety Training

In previous years, safety training was conducted by printing out hard copies of safety programs and training materials then tracking compliance by signing attendance sheets. In an effort to reduce paper waste and increase efficiency, safety training will now be completed electronically. Starting March 15, 2019, Orange County Sheriff's Department Safety Program Training will be completed online via the **Exam Center** located on **MY18**. The following instructions will assist you in completing your Annual Online Safety Training:

1. Access **Exam Center** by logging into an OCSD computer using your individual department log in and password, then proceed to **MY18**, Resources/Employee drop down menu.
2. You can also locate the **Exam Center** link by searching for **Exam Center** in the search bar on the top of the home page.
3. Click on the link, and you will be forwarded to the **Exam Center** home page.
4. A list of required Annual Safety Trainings will then become available to all staff starting March 15, 2019.
5. OCSD Personnel will be required to review the Training Material (Safety Program), Exam Information, and User Acknowledgement.
6. OCSD Personnel will be required to pass all Annual Safety Training Exams based on the Training Material (Safety Program).



OCSD Personnel will be required to complete their Annual Online Safety Training by June 30, 2019. For questions, comments, or concerns, please contact the Department Safety & Training Officer, Brian P. Quigley at [REDACTED]