

**MATTHEW G. BEVIN**  
GOVERNOR



**THOMAS B. STEPHENS**  
SECRETARY

501 HIGH STREET, 3RD FLOOR  
FRANKFORT, KENTUCKY 40601  
PHONE: (502) 564-7571  
FAX (502) 564-1823  
[HTTPS://PERSONNEL.KY.GOV](https://PERSONNEL.KY.GOV)

**MEMORANDUM**

**PERSONNEL MEMO 19-15**

**TO:** Constitutional Officers  
Cabinet Secretaries  
Agency Heads  
HR Administrators

**FROM:** Thomas B. Stephens, Secretary

A handwritten signature in blue ink that reads 'TBS'.

**DATE:** October 3, 2019

**RE:** Active Shooter Online Training

The Personnel Cabinet introduces the following online training course for all Executive Branch employees: “Active Shooter.” This course provides important information and potentially life-saving techniques in the event of an active shooter incident.

This course is available through CommonwealthU within MyPURPOSE and has been assigned to all Executive Branch employees who haven’t already completed the course as part of an existing agency training requirement. The online course takes approximately 15 minutes and must be completed by March 31, 2020. The Employee Onboarding and Orientation Checklist has also been updated to include this new training as a required new employee course. Agencies are responsible for ensuring employee completion of this course.

The following groups are exempt from this training requirement: County Fees, Day Laborers, and State Active Duty.

Please direct any questions regarding this required training course to Mary Elizabeth Bailey, Commissioner, Department of Human Resources Administration, Personnel Cabinet at [MaryE.Bailey@ky.gov](mailto:MaryE.Bailey@ky.gov).