

## Training Policy

### 208.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

### 208.2 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the Department will use courses certified by the California Commission on Peace Officer Standards and Training (POST).

### 208.3 OBJECTIVES

The objectives of the Training Program are to:

- (a) Enhance the level of law enforcement service to the public,
- (b) Increase the technical expertise and overall effectiveness of our personnel,
- (c) Provide for continued professional development of department personnel.

### 208.4 TRAINING PLAN

A training plan will be developed and maintained by the Professional Standards and Training Sergeant. It is the responsibility of the Professional Standards and Training Sergeant to maintain, review, and update the training plan on an annual basis. The plan will address the following areas:

- Legislative Changes
- State Mandated Training
- Critical Issues Training
- Departmental specific training

### 208.5 TRAINING REQUEST PROCEDURES

Before submitting for approval, all off-site training requests must be completed utilizing the Off-Site Training Request form. This includes course title, presenter, training dates, POST Plan number and control number (if applicable), location, mode of transportation, name(s) of attendees, overtime for person in training, overtime for backfill, and approving supervisor signature. All Training Requests must have a course flier attached. Training requests that are not complete will be returned to the requesting employee.

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Registration forms need to be completed by the person(s) who will be attending training. If the form requests agency contact information, or training manager information, leave that section blank. This will be filled out by Professional Standards and Training Unit personnel who are responsible for scheduling the training. Registration forms are to be attached to the training request form, along with the course flier (if applicable).

Training requests should be signed by each employee's first line supervisor, specialty assignment supervisor (if applicable), Support Services Manager or scheduling Lieutenant/Sergeant, Division Commander, and then forwarded to the Training Sergeant. Once approved by the Training Sergeant, the request shall be forwarded through the chain-of-command to the Investigative Services Division Commander. Training is not approved until all signatures have been obtained. If the requested training is approved, the individual requesting the training will be notified by the Professional Standards and Training Unit.

When practical, training request forms should be turned into the Professional Standards and Training Unit at least four weeks prior to the training date. Any delay in turning in the request for training, may result in the training request being denied.

Generally, only the Professional Standards and Training Unit will register individuals for training courses, book the hotel rooms, obtain flight reservations, and process per diem and mileage requests. As training courses often fill up quickly, individuals may reserve a spot with their direct supervisor's approval. This information must be provided to the Professional Standards and Training Unit as soon as practical. Generally, only the Professional Standards and Training Unit is authorized to schedule training, make changes, or cancel training courses, hotel rooms, and flights once reserved. If a course needs to be cancelled, the cancellation must be approved by the employee's first line supervisor and the Investigative Services Division Commander. The cancellation should be within the cancellation timeframe set forth by the training presenter. If an employee is going to change the dates of the training course from what was originally approved, the change must be approved by the employee's first line supervisor and the Scheduling Lieutenant. If the course has required equipment, it will be the responsibility of the individual attending training to ensure they have the required equipment.

Checks for tuition will be mailed directly to the training presenter. They will not be given to attendees.

Each employee will receive a Training Reimbursement Request (TRR) to be given to the course presenter during training. This is only applicable for POST courses. Effective January 1, 2008, POST requires that individuals use their POST ID number for all training documents in place of their Social Security number. Individual POST ID numbers are located on the TRR form.

### **208.6 TRAVEL**

When approved training requires travel, the Professional Standards and Training Unit will identify and secure a hotel. Hotels are selected based upon location to the training class, and rates. Most hotels require an agency ID upon check-in in order to honor the government rate. Hotels are

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paid by the City. Individuals traveling for training are eligible for a hotel when traveling more than 80 miles when the training is more than one day. Overnight stays for one day courses must be approved by the Investigative Services Division Commander Commander.

Personal expenses are the responsibility of the student. Personal expenses are not to be charged to a Cal-Card, nor invoiced on the hotel bill. Prior to checking out of the hotel, students are required to settle any personal expenses with a personal credit card, cash or check. Personal charges should be deducted from the hotel bill.

The City will only pay for the rate of the room plus associated taxes. Individuals must submit the hotel receipt to the Professional Standards and Training Unit within seven (7) days of their return. Hotels and airlines will be booked in advance when the above guidelines have been met. Generally, each individual attending training will have their own hotel room.

### 208.7 PER DIEM RATES

Individuals will be compensated a maximum of \$55.00 per day for meals, if traveling for training and staying overnight. For each full 24-hour period of travel, the employee may claim the following:

Breakfast	Actual Expense up to \$10
Lunch	Actual Expense up to \$15
Dinner	Actual Expense up to \$30

For trips of 24 hours or more, individuals will receive a prorated per diem based upon what time the travel initiates. If the training includes meals, the per diem check will be reduced by the amount of meals provided. Per Diem checks will be given to employees up to 14 days before the training begins. The Professional Standards and Training Unit will obtain the check from the Finance Department. The check will be provided to the employee in the training packet. For travel lasting 24 hours or more, employees may claim meals (as noted above), based on the following timeframes:

First day of Travel	
Trip begins at or before 6 am	Breakfast may be claimed
Trip begins at or before 11 am	Lunch may be claimed
Trip begins at or before 5 pm	Dinner may be claimed
Continuing after 24 hours	
Trip ends at or after 8 am	Breakfast may be claimed
Trip ends at or after 2 pm	Lunch may be claimed
Trip ends at or after 7 pm	Dinner may be claimed

Employees may **not** claim meals provided by the City, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and continental breakfasts such as rolls, juice, and coffee are not

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considered to be meals. No meal expense may be claimed or reimbursed more than once in any given 24-hour period.

Incidentals including bus fare, cab fare, shuttles, bridge tolls and parking will be reimbursed. Business related internet use and rental cars fees must be pre-approved by the Investigative Services Division Commander in order to be reimbursed. Receipts must be turned in with a Request for Reimbursement form. It is the individual's responsibility to submit a reimbursement request for authorized out of pocket expenses during training. Receipts *must* be attached to the reimbursement request or the request will not be approved. Reimbursement requests should be turned in within 7 days after returning from training. The reimbursement request will need to be signed by the Training Commander. If the individual attending training travels earlier than the scheduled training day, or to a different location other than the training site to visit family or friends, or for site seeing, the City will not pay for the additional travel costs. Example: If training starts on Monday and the individual chooses to go out of town to the training location on Friday, the hotel room will not be paid for by the City, nor will per diem be issued for those days.

#### **208.8 MILEAGE AND TRANSPORTATION**

Employees must have advance approval to drive a personal vehicle on City business. Mileage will be given for training that is more than 25 miles from the Police Department. Mileage will be given prior to training at the POST approved reimbursement rate per mile. Mileage will be calculated from the PD to the training location and from the training location to the PD. Mileage checks may be given to employees up to 14 days before the training begins. The check will be issued to individuals directly from Finance. It is the individual's responsibility to pick up the check. Rental cars are generally not authorized. Car rentals will be approved on a case by case basis when circumstances are deemed necessary by the Training Manager and Training Commander. Car rentals without prior approval will not be authorized. To receive approval, submit a memo to the training department justifying the need for a car rental. Once approval is received, the Professional Standards and Training Unit will reserve the car with Enterprise Rent-A-Car. The Department has a contract with Enterprise that allows for direct billing.

#### **208.9 TRAINING CERTIFICATION**

Certificates from training courses must be turned in within seven (7) days of returning from training. The individual's training file will reflect an incomplete training course until the certificate is received by the Professional Standards and Training Unit.

#### **208.10 TRAINING NEEDS ASSESSMENT**

At a minimum, the Professional Standards and Training Unit will conduct a training needs assessment of the Department every two years. The needs assessment will be reviewed by Command Staff. Upon approval by the Command Staff, the needs assessment will form the basis for the training plan for the fiscal year.