

- I. Purpose
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- I. Purpose

To outline the policy and procedures for the selection of personnel to attend training programs and other classes.

- II. Policy

It is the policy of this Division to provide equal training opportunities for all personnel within the requirements of the work program and budget.

- III. Procedures

- A. Advertised Training

- 1. This training has been identified as meeting Division's training goals or specialized needs. This training will be offered through a Training Opportunity Bulletin.
 - 2. Normally, Training Opportunity Bulletins will be posted by a member of the Training Office. At a minimum, bulletins will include the following information:
 - a. Training Opportunity Number
 - b. Title/Type of training
 - c. Date, location and cost of training
 - d. Identify personnel eligible for training. Some opportunities are unique and may be offered to specific units.
 - e. Training Opportunities will be posted as far in advance as possible. Ideally, training requests should be submitted at least 30 days prior to the training date. As this is not always feasible, due to short notice of training opportunities, all personnel should note the Closing Date on the Training Opportunity Bulletin. This date is the date that the request is due back to the Training Office. Person(s) submitting requests should submit requests in advance of the posted Due Date.
 - 3. Personnel interested in attending will submit a Request for Training/Internal Requisition form through their chain of command.
 - 4. In the event that a supervisor wants to send one of their personnel to any specific training, they may submit Requests for Training/Internal Requisitions for personnel under their supervision. Such requests will be submitted as outlined in this directive.
 - 5. Supervisors will make written recommendations of approval or denial on Requests for Training/Internal Requisition form in a timely manner. The requests will then be forwarded to the appropriate Section Commander.

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6. *Section Commanders will forward Training Requests to the Training Office.*
 7. *The Training Office will forward Training Requests to the appropriate Assistant Chief and the Chief.*
 8. Branch Assistant Chiefs will, after ensuring that training funds are available, make written recommendations of approval or *denial and forward to the Chief for final approval/disapproval. Once processed by the Chief, requests will be forwarded the training office.*
 9. After receiving the requests, the Training Office will:
 - a. Training Approved - notify personnel of training approval and make necessary arrangements for selected personnel to attend training. These arrangements will include notification of personnel's chain of command.
 - b. Training Denied - notify personnel that their Request for Training was denied. Notification will also be made to the personnel's chain of command.
 - c. Maintain a record of denials in compliance with the appropriate Labor Contracts.
- B. Supervisor/Officer/Civilian Initiated Training
1. Personnel will submit a Request for Training, with a copy of the training brochure, via their chain of command, to the appropriate Branch Assistant Chief via the appropriate Section Commander.
 2. When possible, self-initiated training requests should be submitted at least 30 days prior to the training date.
 3. If approved by appropriate Branch Assistant Chief, training must be advertised via Training Opportunity Bulletin. (Applies only to Bargaining Unit members of FOP 30.)
 4. Supervisors desiring to send any of their personnel to specific training may submit Requests for Training/Internal Requisitions for personnel under their supervision. Such requests will be submitted as outlined in this directive.
 5. Command Staff & other non-Bargaining Unit Member requests for training will be handled in an expeditious manner, according to the requirements of the individual training opportunity.
- C. Post-Training Requirements for All Division Personnel
1. Forward two (2) copies of training certificates to the Training Office.
 2. Any employee receiving a travel advance or requesting training/travel reimbursement must complete and submit via chain of command, an expense report, per Commission Practices, within twenty (20) calendar days after completing the training. Any expense report requesting reimbursement of less than \$200, must also include a completed petty cash form.

3. No later than thirty (30) days after completing the training, complete and submit to the Training Office, a training evaluation form.
4. Notify Professional Standards and Accreditation Office of any suggestions for policy, procedure or Directive changes.

D. Cancellation of Training

Personnel receiving notice of cancellation of approved training will immediately notify the Training Office.

E. Selection

Nothing in this Directive will preclude the Chief, Park Police Division, or Assistant Chiefs from selecting any Division personnel for required, unique or otherwise specialized training. Such selection will be in concert with all existing labor contracts.

IV. Approval/Disapproval Criteria

The following criteria will be considered for approval or disapproval of requested training:

A. Approval will be based on one or more of the following:

1. Value of training
2. Relevance to the needs of the Division.
3. Fiscal considerations of training/travel
4. Relevancy of the requested training to the employee's current duty assignment as supported by written endorsement from the employee's supervisors. This endorsement should attest to the employee's suitability for the training.
5. Transferability of knowledge acquired: The ability and willingness of the individual to make use of and train others in the subject matter.

B. Disapproval may be based on one or any combination of the following:

1. Fiscal considerations
2. Same or similar session offered at a lesser expense, i.e., local versus non-local.
3. Training evaluated as of insufficient value to personnel or Division.
4. Lack of substantive endorsement by supervisors.
5. Transferability of knowledge acquired.

**Approved Park Police Document
Signed Original on File**

End of Directive