

Training

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.
- (d) Ensure compliance with POST rules and regulations concerning law enforcement training.

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 or virtual 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, name(s) of attendees, overtime for person in training, overtime for backfill, and approving supervisor signature. All Training Requests must have

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a course flier attached. Training requests that are not complete will be returned to the requesting employee.

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), Command Staff, Division Commander, and then forwarded to the Senior Management Analyst in the Office of the Chief for budget approval. Once approved by the analyst, the request shall be forwarded through the chain-of-command of the Professional Standard and Training Unit. 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. 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 an employee is going to change the dates of the training course from what was originally approved, the change must be approved by the Professional Standards and Training Sergeant. 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.

The Professional Standards and Training Unit will be responsible for sending in the Training Reimbursement Request (TRR) to POST. 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 TRAINING CANCELLATION

If a course needs to be canceled, the cancellation must be approved by the Professional Standards and Training Unit. If an employee cancels without appropriate notice, the employee will be responsible for any training costs which are not refundable due to the cancellation. If the cancellation is due to extenuating circumstances, the employee may request, in writing, the

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cancellation costs be waived. The Chief or designee, shall determine whether or not to waive the costs.

208.7 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 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 Professional Standards and Training Unit.

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.

208.8 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 will be eligible for the following:

Breakfast	\$10
Lunch	\$15
Dinner	\$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 may be given to employees approximately 14 days before the training begins. For travel lasting 24 hours or more, per diem will be based on the following timeframes:

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

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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 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 routine/normal parking will be reimbursed. If the training requires a flight, the employee may park at the airport or hire transportation to and from the airport. The employee will be reimbursed for actual costs at the rate not to exceed the Economy Parking rate at the airport. Business related internet use and rental cars fees must be pre-approved by the Professional Standards and Training Unit 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 employee's chain of command and the Professional Standards and Training Unit. 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.

208.9 MILEAGE AND TRANSPORTATION

Employees must have advance approval to drive a personal vehicle on City business, unless authorized in bargaining unit MOU. Mileage will be given for training that is more than 25 miles from the Police Department. Mileage may be given prior to training at the city approved reimbursement rate per mile. Mileage will be calculated from the PD to the training location and from the training location to the PD. Rental cars are generally not authorized. Car rentals will be approved on a case by case basis when circumstances are deemed necessary by the Professional Standards and Training Unit. 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.

208.10 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.

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208.11 TRAINING NEEDS ASSESSMENT

The Professional Standards and Training Unit will continually assess training needs. If a training need is identified, it will be reviewed by Command Staff. Upon approval from Command Staff, the Department's Training Plan will be modified to meet the training need. The Training Plan will be reviewed to ensure staff members have completed recommended training for their assignment.

208.12 PST SERGEANT

The Chief of Police shall designate a PST Sergeant who is responsible for developing, reviewing, updating, and maintaining the department training plan so that required training is completed. The PST Sergeant should review the training plan annually.

208.12.1 TRAINING RESTRICTION

The PST Sergeant is responsible for establishing a process to identify officers who are restricted from training other officers for the time period specified by law because of a sustained use of force complaint (Government Code § 7286(b)).