
Training Procedure

207.1 PURPOSE AND SCOPE

The purpose of this procedure is to supplement our Training policy (208) and establish direction for obtaining departmentally approved training as well as associated schedule adjustments. Please refer to Lexipol policy 208 (Training) for information related to training plans, training attendance and training records.

207.2 TRAINING REQUESTS

- (a) Any employee wishing to request training, shall submit an official request by using UCPD form 166 (Training Request.) The request should include a description of the training along with a course announcement, registration form or brochure (if available.)
- (b) The form must be completed and signed by the employee requesting the training before being submitted to their supervisor. The request should be submitted at least 30 days prior to the beginning of the training date or registration deadline date to ensure money is distributed, prior to the course. Requests submitted with less than 30-day's notice may result in an employee having to seek reimbursement.
- (c) If the training is approved, it is the responsibility of the employee to review assigned training documents in advance to ensure they are prepared and understand the training's requirements, training schedule, adjustments and other conditions related to the training.
- (d) Upon completion of the training, it is the responsibility of the employee to submit completion certificates and associated training documents to the Personnel and Training Unit.
- (e) Unless authorized by a manager, all virtual or online training must be conducted from the police department.

207.3 TRAINING COST

- (a) When an employee is assigned training outside the Department, pursuant to this procedure, the department will pay for approved expenses associated with the training.
- (b) An employee attending departmentally approved training, paid for by the employee, is responsible for all costs and arrangements associated with the training. This procedure is not meant to prohibit the department from assisting the employee by assuming some of the training costs. Departmental assistance will be based on the circumstances of the training and departmental needs.

207.4 VEHICLE USE

- (a) If available, the Personnel and Training unit may assign a department vehicle to be driven to and from department sponsored training.
- (b) In the event a departmental vehicle is not available, an employee may be eligible to use his/her personnel vehicle to attend the training. If an employee uses their

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personal vehicle they may be reimbursed for gas and depreciation at the city's current reimbursement rate. Reimbursement will be calculated on a "per-mile" basis with distance being calculated from the police department to the training location.

- (c) It is the responsibility of the employee to contact the Personnel & Training Unit to request reimbursement and ensure the proper expense form is completed.

207.5 TRAINING SCHEDULE ADJUSTMENTS

207.5.1 TRAINING PAID FOR BY THE POLICE DEPARTMENT

- (a) An employee attending departmentally approved training, paid for by the department, may adjust their work schedule to attend such training. An employee may be allowed to attend the training on overtime only if approved by a manager.
- (b) Employees that attend a one-week (40 hour) school will be adjusted off for their training hours. Travel and preparation time may be included in the adjustments with the approval of a supervisor and manager.
- (c) Officers attending courses less than one week in duration will be adjusted hour for hour. Employees attending a course that is fewer hours than their work week will work the remaining hours on their assigned shift to complete their work week. If the employee attends a course that is on their assigned work days, but is less hours than their assigned work week, the employee may use appropriate time banks to make up their remaining hours if staffing allows and the time-off is approved by a supervisor. Or, with approval of their supervisor or manager, they may work on another shift/and or day, within the same pay period, to make up for their remaining hours.

207.5.2 TRAINING PAID FOR BY THE EMPLOYEE

An employee attending departmentally approved training, paid for by the employee, may be allowed to adjust their work schedule to attend such training if the following conditions apply:

- (a) The training must be relevant to the officer's assignment and must be an approved training course.
- (b) The training course must be approved by the employee's supervisor, manager and the division commander.
- (c) The dates the employee attends the class and the dates the employee adjusts off must be in the same pay period.
- (d) No overtime is necessary to backfill for the officer attending the training.

Employees may adjust up to one week (40 hours) per calendar year to attend self-paid, departmentally approved training pursuant to this policy. Employees that work a 10-hour or 12.33-hour shift that attend a one-week (40 hour) school will only be adjusted off for their work week, 40 hours or 36.99 hours, and shall not be compensated for the remaining hours.

Officers attending courses less than one week in duration may be adjusted hour for hour for departmentally approved training pursuant to this policy. Employees attending a course that is fewer hours than their work week will work the remaining hours on their assigned shift to complete

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their work week. If the employee attends a course that is on their assigned work days, but is less hours than their assigned work week, the employee may use appropriate time banks to make up their remaining hours if staffing allows and the time-off is approved by a supervisor.

207.6 REVISIONS

Adopted: May 24, 2021