
Training Requests

1007.1 PURPOSE AND SCOPE

This procedure establishes guidelines for training requests, which may include registration, hotel reservations, travel, reimbursements and the distribution of money.

1007.2 PROCEDURE

The Union City Police Department understands the importance of developing its employees via training. This procedure was created to assist in the understanding and efficient processing of training requests.

1007.2.1 KEY DEFINITIONS

- Commuter training - any training that is less than 50 miles from the Union City Police Department.
- Residential training - any training that is over 50 miles from the Union City Police Department.

1007.3 FUNCTION

It is the responsibility of each individual employee to conduct the appropriate research on the desired training and properly complete the training request form before submitting it up the chain of command. All training shall be routed through the Personnel & Training Unit to ensure proper documentation is achieved and maintained within employees' files.

1007.4 REQUEST FOR TRAINING

- (a) Refer to the department's Master Training Plan (MTP) which identifies mandatory, essential, and desired training for specific positions and collateral duties.
- (b) While the department's MTP provides crucial information to help ensure standards are met and maintained, it is not intended to be used as the sole source of information.
- (c) Employees are encouraged to seek training above and beyond what is listed in the training plan. Any supervisor and/or program manager is encouraged to notify Personnel & Training when any additions or eliminations are deemed necessary to the training plan to ensure the department is meeting or exceeding what is considered best practice for the position or assignment within the industry.
- (d) Employees shall consult with their supervisor and/or Personnel & Training to see what standards or classes need to be met.
- (e) The requesting of training is seen as a way by which employees within the department can prepare themselves for future collateral duties and/or assignments.
- (f) Employees requesting permission for training should use the department's training request form ([See attachment: Training Request Form UCPD 166.pdf](#)) located on the [REDACTED]. This form helps to ensure all training is properly documented, receives approval, and is paid for within the correct budget account.

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- (g) Upon completing the training request form, employees shall submit the form to their immediate supervisor.
- (h) If the training is deemed relevant by the immediate supervisor for the employee's current or future assignment(s), the form shall be submitted to the Program Manager (Lieutenant) of the respective unit or assignment.
- (i) Lieutenants can approve mandated classes involving two or less employees. This applies to an employees' current assignments and positional mandates. Classes that are "essential", "desired", or involve three or more employees require Division Commander approval.
- (j) Upon approval by a Lieutenant, the form shall be submitted to the Personnel & Training Unit for proper processing.
- (k) A minimum of three weeks' notice should be provided to the Personnel & Training Unit to ensure that enough time is given to process the paperwork and request any necessary per diem and registration checks.

It should be noted that the denial of a training course at any step in the process eliminates the need for the form to be submitted to the Personnel & Training Unit. The form may be placed in the employee's personnel file for future consideration if so desired.

Considerations for supervisors and managers regarding approval/denial of a class include:

- (a) Is the requested class located on the Master Training Plan?
- (b) Have all prior mandated classes and/or requirements been met?
- (c) Number of employees attending class and overall effect on staffing.
- (d) How much overtime will be paid to cover employee's absence, and does it appear reasonable? Can overtime be filled without ordering in employees?
- (e) How much monies are left in the units/program/division budget, and how will this affect the remainder of the budget cycle?
- (f) Patrol minimums are a concern as they have mandated minimums and can create officer safety concerns. In addition, specialty units are used to support patrol and the minimum mandates. Special attention should be given when approving training classes that will affect patrol minimums, to include specialty assignments.

1007.5 ACCOMMODATION AND BOOKING

- (a) Upon approval of a training course, the Personnel & Training unit will work in conjunction with the employee(s) attending to make reservations for any and all accommodations needed.
- (b) Timely responses from employees are crucial to this process, as accommodations need to be made weeks in advance in order to request per diem checks in a timely manner from the city's Finance Department.
 - 1. Employees who fail to communicate their needs regarding flight time, hotel location, etc. will essentially default the decision to the Personnel & Training unit. The Personnel & Training unit will factor in the employee's shifts and days off

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when making final travel arrangements for any employee. Accommodations will not be made if an employee defaults their decisions to the Personnel & Training unit.

1007.6 COMMUTER TRAINING PROTOCOL

- (a) When an employee attends a commuter training course, every effort will be made by the Personnel & Training Unit to provide a city vehicle to commute to and from the course. When multiple employees are attending the same course, it is expected that all employees will carpool to and from the training.
- (b) Employees electing to not carpool will not be compensated for travel expenses to and from the training site.
- (c) In some instances, city vehicles are not available for trainings due to conflicting usage. In these instances, mileage reimbursement is authorized. As previously stated above, carpooling is required.
- (d) In some instances, city vehicles are not available for trainings due to conflicting usage. In these instances, mileage reimbursement is authorized. As previously stated above, carpooling is required.
- (e) Mileage reimbursement will be processed in accordance with City APM #50D.

1007.7 RESIDENTIAL TRAINING PROTOCOL

- (a) Employees attending residential training will be provided with accommodations commensurate with the training location they are attending.
- (b) When reasonable, an employee will drive to a training course in lieu of flying. However, nothing in this procedure or policy shall specifically preclude any employee from flying contingent upon the training being a minimum of 50 miles away and the benefits of flying outweighing any benefits that driving would possess.
- (c) Reservations for flights to and from training locations shall be made by Personnel & Training using reputable airlines. When possible, all flights will be direct. Employees should respond in a timely manner when accommodations need to be made to avoid confusion or undesired travel accommodations.
- (d) Any special requests for departure and/or arrival times shall be requested via an email sent to the Personnel & Training unit and shall have the Personnel & Training Supervisor CC'd.
- (e) Employees arriving via flight are authorized to utilize a rental vehicle for the travel to and from the training location. Rental vehicles shall be rented by Personnel & Training and based on the number of individuals and the amount of luggage that is typical for the length of training.
 - 1. Employees staying in a hotel where the training is taking place shall not be entitled to a rental vehicle.
- (f) Ride-share services to and from the airport and hotel shall be coordinated/approved by Personnel & Training to be authorized for reimbursement.

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1007.8 HOTEL ACCOMMODATIONS

- (a) Hotel accommodations are to be made at reputable companies based on the location of the training course. When possible, any training course taking place within a hotel shall result in the employee being accommodated in the host hotel.
- (b) In instances where training is not taking place within a hotel, accommodations shall be made in hotels as close to the training location as possible. However, reasonable efforts should be made to weigh the location of the hotel versus potential employee safety issues prior to booking any hotel room.
- (c) Unless requested, employees irrespective of gender shall be booked hotel rooms individually. No employee shall be required to share a room with another employee.
- (d) Employees attending a residential training course shall be allowed to arrive for the training one-night prior to the course. At the discretion of the employee and with consideration of the impact to training, arriving on the day-of instead of the night prior is allowable.
- (e) It is the department's policy that per diem allowances are provided based on the actual number of days needed.
- (f) Employees requiring a ride to an airport prior to a course and from the airport at the conclusion of the course may use public transportation or a ride-share service with the prior approval of Personnel & Training Supervisor/Manager.
 - 1. Reimbursement requests will be accepted only if a city reimbursement form is submitted along with receipts denoting the amount of money, date and time of purchase.
 - 2. It should be noted that a reimbursement will not be provided on travel to an airport from home nor will it be provided from the airport to home except in limited circumstances, unless the employee's home is closer to the airport than UCPD. (Division Captain or designee has authority to approve travel to or from a home address).
 - 3. Every effort shall be made to seek a ride from on-duty UCPD employees to and from the airport. In the event this option is not available, alternative transportation methods may be coordinated through Personnel & Training.

1007.9 MONETARY DISTRIBUTIONS

- (a) Monetary distributions are provided in accordance with both City APM #56, department policy/practice and POST regulations.
- (b) Per City APM #56, daily meal per diem rates are provided in the amount of:
 - 1. \$10 for breakfast
 - 2. \$20 for lunch
 - 3. \$31 for dinner (total of \$61/day).
- (c) Meal receipts are not required to be turned in when meal per diem is issued.

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- (d) For commuter courses, a lunch per diem (\$20 per day) is provided when the length of a course is two (2) or more consecutive days. Resident courses are provided a per diem based on the number of actual days the employee will be away for training.
- (e) Registration, hotel, ride-shares, and car rental receipts shall be turned in to Personnel & Training on the employee's next workday to verify expenses.
- (f) In the event the amount of money provided was too much, employees should as soon as practicable, provide either a check made out to the "City of Union City" or cash in the exact amount to the Personnel & Training Unit. This money will then be re-deposited into the proper training accounts within the city.
- (g) In instances where the amount of money was not enough, a reimbursement form, correctly filled out, along with receipts denoting the amount spent and the good(s)/service(s) purchased shall be provided.
- (h) Failure to follow this procedure or attach a receipt along with a reimbursement form will result in delay or denial.
- (i) Mileage reimbursements will be reimbursed at the prevailing IRS rate at the time of expenditure.

1007.10 REVISIONS

Procedure Adopted: February 13, 2020

Attachments

Training Request Form UCPD 166.pdf



PRINT

RESET

UNION CITY POLICE DEPARTMENT

Training Request Form

INSTRUCTIONS:

1. Training requests must be submitted on this form along with a course announcement, registration form, flyer or brochure if available.
2. Form must be **completely filled out** and signed by appropriate person(s).
3. All of the above must be submitted to the Personnel & Training Unit at least 30 days prior to the beginning of training date or registration deadline date in order to ensure money is distributed prior to the course. Requests submitted with less than 30-days notice may result in an employee having to seek reimbursement.
4. Refer to Lexipol Policy #208 "Training Policy" for further information.

Missing information will warrant this training request being returned as incomplete. This may cause delay and/or denial of request.

EMPLOYEE (required to complete <u>ALL</u> information)		
EMPLOYEE NAME	DATE SUBMITTED	
EMPLOYEE #1 TO RECEIVE TRAINING	DUTY ASSIGNMENT / UNIT	SHIFT
EMPLOYEE #2 TO RECEIVE TRAINING	DUTY ASSIGNMENT / UNIT	SHIFT
TRAINING COURSE INFORMATION (to be completed if information is known)		
COURSE NAME/TITLE	COURSE COST \$	
COURSE LOCATION (Hosting PD, hotel, etc.)	COURSE DATE(S) -	TOTAL COURSE HRS
COURSE LOCATION (City/State)	TRAINING PROVIDER / COMPANY	
<input type="checkbox"/> Mandated <input type="checkbox"/> Desired <input type="checkbox"/> Essential POST Reimbursable Training? <input type="checkbox"/> Yes <input type="checkbox"/> No		
COURSE JUSTIFICATION		
AUTHORIZATION – Schedule adjustments will be made whenever possible to minimize the creation of OT. Please make sure you note any special circumstances (Example: employee is authorized to attend on OT, employee may only attend if no OT is created, etc.)		
IMMEDIATE SUPERVISOR Signature _____ Badge # _____ Date: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Overtime Approved <input type="checkbox"/> Denied <input type="checkbox"/> Overtime Denied <input type="checkbox"/> Schedule Adjustment	SUPERVISING LIEUTENANT Signature _____ Badge # _____ Date: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Overtime Approved <input type="checkbox"/> Denied <input type="checkbox"/> Overtime Denied <input type="checkbox"/> Schedule Adjustment	DIVISION CAPTAIN Signature _____ Badge # _____ Special Circumstances/Notes
Notes:	Designated Account #: _____	