

Memorandum

TO: ALL DEPARTMENT PERSONNEL **FROM: Anthony Mata**
Chief of Police

SUBJECT: DUTY MANUAL REVISIONS: DATE: March 30, 2022
TRAINING REQUEST
TRANSMITTAL FORM UPDATE

APPROVED

Memo# 2022-010

BACKGROUND

The Department has revised the below listed Duty Manual sections to reflect the name change of the Training/Travel Transmittal form to the Training Request Transmittal form.

ANALYSIS

The Duty Manual has been revised to reflect changes described below. Additions are shown in *italics and underlined*. Deletions are shown in ~~strike-through~~ form.

S 1902 APPLICATION FOR OUTSIDE TRAINING: *Revised 03-30-22*

All members requesting to attend an education or training course offered by an outside agency will adhere to the following procedure:

- OBTAIN COURSE DATE: ~~First~~ Obtain a copy of the course or seminar announcement. (A current list of available schools is maintained in the Training Division).
- COMPLETE APPROPRIATE FORMS: Complete an "~~Outside School Request~~ SJPD Training Request Transmittal" (~~Form 246-2~~). If requesting advance funds or the training requires travel out of the county, complete a "Travel Request" (Form 100-8).
- OBTAIN INITIAL APPROVAL TO ATTEND: Submit the "~~Outside School Request~~ SJPD Training Request Transmittal", through the chain of command, to the program manager responsible for the requesting member. When approved or disapproved, the "~~Outside School Request~~ SJPD Training Request Transmittal" will be routed to the submitting member.
- OBTAIN APPROVAL OF TRAVEL REQUEST: When advance funds are necessary or the training involves travel out of the county, complete a "Travel Request." When the request involves no cost to the Department other than the

employee's salary and benefits, indicate on the ~~form~~ Travel Request, "Request for Authorization Only." Approval will ~~then~~ be obtained with one of the following appropriate procedures:

- In-County: Whether or not there is a cost associated with the training, approval will be obtained from the requestor's program manager.
 - Out-of-County: Whether or not there is a cost associated with the training, approval will be obtained from the commanding officer of the requesting member's bureau.
 - Out-of-State (No Costs): When the training involves out-of-state travel, ~~but with~~ no cost to the Department other than the normal employee salary and benefits, the approval will be obtained from ~~of the~~ Chief of Police ~~will be obtained~~.
- ROUTING OF TRAVEL REQUEST FORM: After approval is obtained, deliver, or route the necessary forms and course announcement to the Department Fiscal Unit. ~~Also~~ inform Fiscal Unit members of the need for advance funds or other requirements which require special processing. The member will also route a copy of the "~~Outside School Request~~ SJPD Training Request Transmittal" to the Training Division. If the requesting member fails to attend the class, the Training Division shall be notified.

In order to acquire the necessary financial approval and allocation of required funds, the requesting member will submit all necessary forms, announcements, and other required data to the Fiscal Unit no less than 60 days prior to the start of an out-of-state school or seminar and no less than 30 days prior to the start of any school held within California.

S 1906

MEMBER'S RESPONSIBILITY AFTER TRAINING:

Revised 03-30-22

The member attending any outside school, seminar, or training conference will perform the following tasks once the training course is completed:

- SUBMIT "~~STATEMENT OF TRAVEL EXPENSES~~ REIMBURSEMENT OF TRAVEL" (~~FORM 100-5~~): Complete a "Statement of Travel Expenses" form and file it with the Department's Fiscal Officer within one week (7 calendar days) of return from the training site. When applicable, include the "POST Control Number" on this form. In addition, attach all receipts for expenses, other than meals, to the form at time of submittal to the Fiscal Officer.
- SUBMIT COURSE CRITIQUE AND CERTIFICATION/PROOF OF ATTENDANCE: Within 10 days of returning from any school or seminar, submit ~~a course critique forms available in the Training~~ to the Training Division. Also, submit a copy of the Certificate of Course Completion or Proof of Attendance to the Training Division.

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- ~~• SUBMIT COURSE MATERIALS: Within 10 days of returning from any school or seminar, submit copies of all handouts and other course materials received, if requested by the Training Manager.~~

ORDER

Effective immediately, all Department personnel shall adhere to the above Duty Manual sections.



Anthony Mata
Chief of Police

AM:SD:JJ

Attachment: Training Request Transmittal Form

Attachment: Training Request Transmittal Form



SJPD Training Request Transmittal



To: Anthony Mata, Chief of Police		Date:	
Applicant		Badge #	Employee ID
Bureau	☐ BOA ☐ BFO ☐ BOI ☐ BTS ☐ COP	Unit	
Work Days		Vis Code (required)	
Course Title		Provider	
Location		Post Plan	☐ I ☐ II ☐ III ☐ IV ☐ None
Date of Course		Dates Release Time Required	May be different than dates of course
Mandated Training	☐ Yes ☐ No ☐ Other	If Yes, Explain	

Type of Course (check one)	Required Form(s) to Submit	
☐ 1 - In House Deputy Chief Approval	SJPD Training Request Transmittal	
☐ 2 - Outside Course Local (COP Approval if airfare/hotel)	SJPD Training Request Transmittal, Memo, Event Flyer	No City Travel Request / Per Diem form required if travel does not include: airfare and/or overnight hotel stay.
☐ 3 - Outside Course In State (COP Approval Required)	SJPD Training Request Transmittal, Request for Travel, Per Diem Worksheet, Memo, Support Documents	City's Request for Travel / Per Diem Worksheet form required if travel includes either airfare and/or overnight hotel stay.
☐ 4 - Outside Course Out of State (COP Approval Required)	SJPD Training Request Transmittal, Request for Travel, Per Diem Worksheet, Memo, Support Documents	City's Request for Travel / Per Diem Worksheet form required for any travel outside of State of California. Group travel of 4 or more must submit individual paperwork packets at the <u>Same Time</u> for proper approval by the CMO.

Request	☐ Release Time & Funds	☐ Release Time ONLY
☐ I will attend if no funds ☐ I will NOT attend if no funds ☐ I will attend if no release time ☐ I will NOT attend if no release		

Travel Arrangements & Costs Complete this Section if Selected #2 - Outside Course Local	
☐ City Vehicle ☐ Personal Vehicle ☐ Mileage	Registration Cost \$ Other Costs \$

Employee Signature	Date
Immediate Supervisor Release time training hours completed in last 12 months: ____ Comments Signature _____ Date _____ ☐ Approved ☐ Disapproved	
BFO Admin If unavailable see Watch Administrative Sergeant Comments/Date Release Time Granted: _____ Signature _____ Date _____	
Lieutenant Comments Signature _____ Date _____ ☐ Approved ☐ Disapproved	
Captain Comments Signature _____ Date _____ ☐ Approved ☐ Disapproved	
Deputy Chief Comments Signature _____ Date _____ ☐ Approved ☐ Disapproved	
Office of the Chief of Police Comments Signature _____ Date _____ ☐ Approved ☐ Disapproved	