

# Memorandum

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

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

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APPROVED

Memo# 2022-010

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## **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



<b>To: Anthony Mata, Chief of Police</b>		<b>Date:</b>	
<b>Applicant</b>	<b>Badge #</b>	<b>Employee ID</b>	
<b>Bureau</b> <input type="checkbox"/> BOA <input type="checkbox"/> BFO <input type="checkbox"/> BOI <input type="checkbox"/> BTS <input type="checkbox"/> COP	<b>Unit</b>		
<b>Work Days</b>	<b>Vis Code (required)</b>		
<b>Course Title</b>	<b>Provider</b>		
<b>Location</b>	<b>Post Plan</b>	<input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> None	
<b>Date of Course</b>	<b>Dates Release Time Required</b>	May be different than dates of course	
<b>Mandated Training</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other	<b>If Yes, Explain</b>		
<b>Type of Course (check one)</b>	<b>Required Form(s) to Submit</b>		
<input type="checkbox"/> <b>1 - In House</b> <small>Deputy Chief Approval</small>	SJPD Training Request Transmittal		
<input type="checkbox"/> <b>2 - Outside Course Local</b> <small>(COP Approval if airfare/hotel)</small>	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.		
<input type="checkbox"/> <b>3 - Outside Course In State</b> <small>(COP Approval Required)</small>	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.		
<input type="checkbox"/> <b>4 - Outside Course Out of State</b> <small>(COP Approval Required)</small>	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.		
<b>Request</b> <input type="checkbox"/> Release Time & Funds <input type="checkbox"/> Release Time ONLY			
<input type="checkbox"/> I will attend if no funds <input type="checkbox"/> I will NOT attend if no funds <input type="checkbox"/> I will attend if no release time <input type="checkbox"/> I will NOT attend if no release			
<b>Travel Arrangements &amp; Costs</b> Complete this Section if Selected #2 - Outside Course Local			
<input type="checkbox"/> City Vehicle <input type="checkbox"/> Personal Vehicle <input type="checkbox"/> Mileage		<b>Registration Cost</b>	\$
		<b>Other Costs</b>	\$
<b>Employee Signature</b>		<b>Date</b>	
<b>Immediate Supervisor</b> Release time training hours completed in last 12 months: _____			
<b>Comments</b>			
<b>Signature</b>		<b>Date</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
<b>BFO Admin</b> <input type="checkbox"/> Release Time Available <input type="checkbox"/> Release Time Not Available			
<small>If unavailable see Watch Administrative Sergeant</small> <b>Comments/Date Release Time Granted:</b> _____			
<b>Signature</b>		<b>Date</b>	
<b>Lieutenant</b>			
<b>Comments</b>			
<b>Signature</b>		<b>Date</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
<b>Captain</b>			
<b>Comments</b>			
<b>Signature</b>		<b>Date</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
<b>Deputy Chief</b>			
<b>Comments</b>			
<b>Signature</b>		<b>Date</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
<b>Office of the Chief of Police</b>			
<b>Comments</b>			
<b>Signature</b>		<b>Date</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved