

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE**  
**1706.11, TRAVEL/TRAINING**

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CHIEF OF POLICE:	ORLANDO ROLÓN

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**PURPOSE:**

This directive identifies the sources of travel/training funds, outlines procedures by which employees may apply for training and non-training travel opportunities, delineates responsibility and authority for the processing of such applications, and sets policy on travel allowance and per diem entitlements. It is the policy of the Orlando Police Department to comply with the provisions of City Policy 2400, Travel Expense Policy.

**1. TRAVEL/TRAINING FUNDING SOURCES**

Funding for training sessions is derived from three sources:

- a. Law Enforcement Training
- b. General Revenue Fund
- c. Grants
- d. Law Enforcement Trust Funds/Federal Asset Sharing Funds

**1.1 LAW ENFORCEMENT TRAINING FUND**

Section 938.15, F.S., enables local governments to assess a charge against every individual found guilty of state statutes or local ordinances within their jurisdictions. The money collected is deposited into a fund to be used solely for the training and education of law enforcement employees. The statute specifically forbids use of the money to pay officers' salaries while they are participating in training sessions; however, it does authorize payment of all other expenses incidental to the training, including travel and per diem expenses.

**1.2 GENERAL REVENUE FUND**

Each year the Department budgets a certain amount of money from the City's General Revenue Fund for travel/training sessions. These funds will normally be reserved for those training programs that do not have Criminal Justice Standards and Training (CJST) approval for Law Enforcement Training Funding.

**1.3 GRANT FUNDS**

Grant funds are awarded to the Department for specified projects. Some grants allow for authorized travel and training costs to be reimbursed to the Department. Only those travel and training costs outlined in the grant budget and approved by the grantor are allowable costs.

**1.4 FEDERAL ASSET SHARING FUNDS/ LAW ENFORCEMENT TRUST FUNDS**

Assets seized by federal agencies are subject to forfeiture proceedings in federal court. The proceeds from such actions, whether by settlement or court action, are divided proportionately among participating agencies. The amount

received in each case depends on a variety of factors, including whether the case originated from OPD, the number of OPD personnel who worked on the case, to what extent, etc. It may take months or years for a federal asset forfeiture case to result in final judgment and award of assets. When funds are disbursed, the City's proportionate share is deposited into the Federal Asset Sharing Trust fund. Law enforcement training is an authorized use. Priority is to be afforded to training in the areas of asset forfeiture, search and seizure, due process rights, ethics, and protecting innocent third parties. The list is not exclusive; however, all training is considered to supplement agency resources.

**The Law Enforcement Trust Fund (LETf) is established pursuant to the Florida Contraband Forfeiture Act, 932.701- 932.707, Florida Statutes. The proceeds from forfeiture cases initiated under state law, whether by OPD or in partnership with another agency, are to be deposited into this fund. The guidelines for use of the LETf are grounded in state law. The State takes its lead from the federal authorities in this area, but state and federal trust funds are distinct from one another. LETf monies may be used for training and education expenses of employees that are related to developing additional expertise in a specific area relating to the job duties, but it may not be used to train employees for their current positions (which would fall under usual, regular, normal expenses and, therefore, must come from general revenues). LETf monies may be used to pay expenses to host a training conference at which qualified training is conducted. AGO 98-32, AGO 2003-39**

## 2. ASSIGNMENT OF RESPONSIBILITIES

Authority and responsibility in the processing of Travel/Training are prescribed in the following subsections.

### 2.1 PROFESSIONAL STANDARDS DIVISION COMMANDER

The Professional Standards Division Commander has the overall responsibility for administration of the Department's training programs.

### 2.2 TRAINING COORDINATOR

The Training Coordinator is assigned to the Training/Accreditation and Inspections Section. The Training Coordinator is responsible for facilitating employees' participation in CJIS-sponsored training programs. The Training Coordinator is responsible for providing career guidance to officers who choose to participate in the Career Development Program. The Training Coordinator is also responsible for updating electronic personnel training history files, and for retaining mandatory training documents for a period of four years.

### 2.3 CHIEF OF POLICE

The Chief of Police has the overall responsibility for the disbursement of funds for training.

### 2.4 CHIEF'S STAFF

Applications to attend any course, conference or seminar, other than no-cost general training offered at the Criminal Justice Institute (CJI), must be approved by a bureau commander via the chain of command. Delegation of such approval may only be made for short-term absences such as personal leave.

### 2.5 DIVISION COMMANDERS AND PROGRAM MANAGERS

Division commanders and program managers are responsible for monitoring the use of Law Enforcement Training Funds (LETf) for attendance to training programs within their own division. Special Teams will fall under the High Risk Incident Commander and the Special Teams Commander. Questions regarding CJST approval of a training program, with the use of LETf, should be directed to the appropriate division commander or program manager. Division commanders/program managers are responsible for keeping a balanced LETf Account Ledger and providing collaboration for all changes with the Fiscal Manager. If the Travel/Training Application is for a course, conference, training seminar, or non-training travel that involves a cost to the City, the Travel/Training package must be initialed by the applicant in Workday. Training that will be reimbursed through a grant will also require the completion of the Training Request memo.

## 2.6 EMPLOYEES

Employees are responsible for submitting all training course, conference, and seminar certificates of attendance to the Training Coordinator for inclusion in their individual electronic training history files. The Training Coordinator will then forward the certificate copy to City Hall for placement in the employee's personnel file.

Occasionally, a department-wide email will announce the Department's intention to select a limited number of participants for a particular training session. In those instances, the Chief's Staff shall select the attendees and have final approval authority of the applications regardless of cost involved.

## **3. DOCUMENTS AND LOCATIONS**

Supporting documents such as the Travel/Training Application (Attachment A), Travel Expense Worksheet (Attachment B) and Cover Memos (Attachments C, D, and E) can be found in Microsoft Word under Add-Ins/Administrative Forms. The Training Enrollment and Approval Chart (Appendix A) is a guideline to assist employees in completing the Travel/Training process. Additional frequently used forms are located on OPDOnline under the Fiscal tab.

## **4. ROUTING OF TRAVEL/TRAINING APPLICATIONS**

### 4.1 STANDARD TRAINING OFFERED BY CRIMINAL JUSTICE INSTITUTE

Applicants may indicate interest in attending a course offered through the Criminal Justice Institute (CJI) by signing up via PowerDMS. A Travel/Training Application must still be completed and submitted via an email attachment to the employee's supervisor and manager for approval. The application shall then be forwarded to the Training Coordinator, who will coordinate registration with CJI. If there are sufficient seats in the course to accommodate all applicants, the Training Coordinator shall enroll them and notify them of their acceptance. The applicant shall confirm their acceptance, via email, and copy their supervisor. If there are more applicants than positions available, the Training Coordinator will select the attendees.

### 4.2 SPECIALIZED TRAINING AND INSTRUCTOR COURSES OFFERED BY CRIMINAL JUSTICE INSTITUTE

For certain specialized courses (Field Training Officer, K-9, Mounted, School Resource Officer, Motorcycle Operator, Police Mountain Bike, etc.) and all instructor courses (Firearms, Defensive Tactics, Vehicle Ops, etc.), a Travel/Training Application must still be completed and submitted electronically up through the bureau commander and then to the Training Coordinator. The Training Coordinator will ensure that enrollments are made and provide a list of applicants to the course instructor or training lieutenant. Once they make the selection, the applicants will be notified.

Any applicant who is reported absent without notice by the Criminal Justice Institute at Valencia, and has not notified the Training Coordinator of withdrawal from the course, will fall to the bottom of the list for selection to attend future classes. The applicant's supervisor will be notified in writing of the non-attendance.

### 4.3 NO-COST TRAINING OUTSIDE OF ORANGE COUNTY AND/OR ON-DUTY ATTENDANCE

In addition to the Travel/Training Application, a No-Cost Travel Cover Memo (Attachment C) must also be included for any training that takes place outside of Orange County and/or with on-duty attendance. The training package must be submitted via email up through the Chief of Police and then to the Training Coordinator. The Training Coordinator will ensure that the approved documents are forwarded to Fiscal.

### 4.4 TRAINING INVOLVING COSTS

If the application is for a course, conference, or seminar involving tuition or any other fees, the applicant must create a Spend Authorization in Workday. The applicant must obtain an approved Training Request Cover Memo (Attachment D) from their staff/administrative assistant or from their bureau commander's administrative assistant. They will upload this memo, along with a Travel Expense Worksheet, to their Workday Spend Authorization. They must also provide information about the training (location, cost, dates, etc.). This Travel/Training package must be

submitted via the chain of command through Workday for approval. It is the applicant's responsibility to follow up on their approval status via Workday.

#### 4.5 GRANT-FUNDED TRAINING INVOLVING COSTS

If the application is for a course, conference or seminar involving registration fees or any travel-related costs that will be reimbursed through a grant, the Travel/Training package must be submitted via the chain of command through Workday for approval. In addition, the Grants and Management Analyst or the Police Planning Administrator must be notified prior to travel/training to ensure allowability. If there is any cost at all, a Training Request Cover Memo and Travel Expense Worksheet must also be submitted via Workday. The Training Request Cover Memo from their staff/administrative assistant or from their bureau commander's administrative assistant should include the grant cost center. The applicant must create a Spend Authorization in Workday, where they will upload these documents. At this time, the applicant may register for their training.

#### 4.6 LETF/FAST FUNDED TRAINING INVOLVING COSTS

If the application is for a course, conference or seminar involving registration fees or any travel-related costs that will be paid through the use of LETF/FAST funds, the LETF/FAST funds request must be completed in accordance with OPD policy Law Enforcement/Federal Asset Sharing trust Funds. Once the use of LETF/FAST funds is approved, via chain of command, then a Travel/Training package must be submitted via the chain of command through Workday for approval. If there is any cost at all, the approved FAST/LETF Memo and Travel Expense Worksheet must also be submitted via Workday. The applicant must create a Spend Authorization in Workday, where they will upload these documents. At this time, the applicant may register for their training.

## **5. NON-TRAINING TRAVEL**

#### 5.1 NON-TRAINING TRAVEL WITH NO COST IN CONTIGUOUS COUNTIES

All non-training travel within contiguous counties that does not incur additional cost is subject to approval by the employee's immediate supervisor or section commander. The counties contiguous to Orange are Seminole, Volusia, Osceola, Lake, and Brevard.

#### 5.2 NON-TRAINING TRAVEL WITH NO COST OUTSIDE CONTIGUOUS COUNTIES

When an employee must travel to locations outside the contiguous counties in an OPD vehicle for official duties, and the trip will not result in additional gas or travel expenses, he or she may do so with the approval of the Chief of Police. A Non-Training Travel Cover Memo (Attachment E) and a Travel/Training Application must be completed, endorsed via the chain of command, and forwarded to OPD's Fiscal Management Section. The Travel Request and Expense Voucher will be prepared by Fiscal Management and must be approved by the Mayor, Chief Administrative Officer, or designee for out-of-state travel or in-state travel in excess of five consecutive work days.

The Fuelman card can be used statewide at no additional cost.

#### 5.3 NON-TRAINING TRAVEL WITH COST

If there are additional expenses involved, a Travel/Training package must be completed and submitted via Workday.

#### 5.4 GRANT-FUNDED NON-TRAINING TRAVEL WITH COSTS

If there are additional expenses involved, a Travel/Training package must also be completed and submitted via Workday, with the grant cost center included in the cover memo. The Grants and Management Analyst or the Police Planning Administrator must be notified prior to travel to ensure allowability through the grant.

#### 5.5 OUT-OF-STATE TRAVEL

The Chief Administrator Officer's approval will be required for travel expenses greater than \$2,000, travel that exceeds five (5) workdays, use of a rental car, use of an OPD vehicle or City vehicle, international travel, mileage reimbursement for greater than 1,000 miles, or lodging within the Orlando MSA. If no OPD vehicles are available and a City pool vehicle from Fleet Management is required, a Travel/Training Application and Travel Expense Worksheet shall be submitted via the chain of command in Workday and shall include the estimated rental charge from Fleet

Management and the estimated fuel charge for fuel obtained out of state. If the request is approved, the employee shall reserve a pool vehicle via the Fleet Request Form available on the Forms/Request page of Teamlink. Employees may be reimbursed for travel expenses if a City vehicle is not utilized and the session is located outside of Orange County.

#### 5.6 WAIVERS

The Chief of Police and bureau commanders are authorized to waive the requirements set forth in this section for unusual circumstances.

## **6. TRAVEL ALLOWANCE AND PER DIEM ENTITLEMENT**

Whether employees shall be entitled to per diem and lodging expense payment for attending a training session shall depend on the training session's scheduled hours.

#### 6.1 TRAVEL/PER DIEM

After completion of the travel/training, the employee must submit an Expense Report via Workday, with all receipts and any other requested documentation (hotel, gas, driving maps with mileage, tolls, etc.) attached. Travel advances are not granted, travel related charges, except meals and tips, may be made using a City credit card.

#### 6.2 LODGING

Expenses may vary with the area traveled, but all expenditures must be reasonable. Primary responsibility for the reasonableness of amounts charged rests with the person who approved the voucher. Excessive charges will be questioned by the employee's chain of command.

If attendees are not required to report to a session before noon on the first day, and travel to the session can be reasonably accomplished in less than four hours, employees shall not be entitled to lodging reimbursement for the night immediately preceding the start of the session.

It is the applicant's responsibility to contact Fiscal Management to coordinate flight, lodging, and vehicle rental reservations after their Spend Authorization is approved.

#### 6.3 MEAL AND TIP EXPENSES

The following provisions shall govern the reimbursement of meals while on travel:

The City shall provide a per-diem reimbursement for meals according to the federal "GSA Meals and Incidental Expenses Breakdowns" rates, published on the federal government's website. The rates will be available each year as applicable on the Accounting Operations and Control Intranet site. The Travel Expense Worksheet details these allowances per meal. b. Travelers shall receive the daily per-diem rate for each full day of attendance at a conference or training session that requires an overnight stay. Travelers shall not be paid for any meals included in or provided by a conference or meeting. If the Traveler elects to eat elsewhere the meal will be at the Traveler's expense. Continental breakfast, rolls, danish, snacks, drinks or other small incidental food items provided by the registration shall not be considered a meal. c. On days of travel, to and from a conference or training session, the following provisions shall apply: (1) Breakfast: When the travel begins before 7 a.m. (2) Lunch: When the travel period falls between 11 a.m. and 2 p.m., the Traveler shall be eligible for lunch per diem. (3) Dinner: When the Traveler is unable to return home before 7 p.m.

## **7. REIMBURSEMENT REQUIREMENT UPON SEPARATION**

The City desires to ensure the City's benefit is realized by establishing reimbursement requirements should an employee separate from the City. Subject to the determination of the Department Director or Division Manager, reimbursement may be required for expenses covered under this policy that exceed \$1,500 per travel or training event. The operating Department Director or Division Manager may request the employee to sign a reimbursement agreement and attach the signed agreement to the Spend Authorization. If a signed agreement is not included when the Department Director or Department Manager approves the Spend Authorization, the presumption is that the signed agreement is not required. Office of Business and Financial Services Accounting Operations Section 2400 Policies and Procedures Manual Page 6 Reimbursement will not be required if an employee travels for the benefit and/or prestige of the City (e.g. employee presents a City initiative at a professional conference or the travel is related to conducting City business). If an employee is required to sign a reimbursement agreement, it shall stipulate that should the employee leave City service, the employee will reimburse the City for their travel expenses incurred in the 12 months preceding their separation date. The amount of reimbursement required is the total actual cost incurred reduced by 1/12th for each full calendar month from the date of travel to the date of separation. Each travel reimbursement shall be considered a separate and distinct event; should an employee have multiple travel reimbursement agreements, the amount the City is to be reimbursed will be calculated separately for each event.

The Chief of Police is authorized to waive the requirements set forth in this section for unusual circumstances.

## **8 WORKERS' COMPENSATION/ POLICE PENSION LINE-OF-DUTY BENEFIT COVERAGE**

Law enforcement officers who elect to participate in non-duty activities should be aware of their individual risk exposure in the event of an injury or accident. For that reason, employees are hereby cautioned that Workers' Compensation benefits, Police Pension Line-of-Duty benefits, and certain other line-of-duty benefits generally MAY NOT extend to activities beyond normal police duties that take place during regularly scheduled Departmental duty shifts, or beyond normal police duties that occur once an employee has reverted to an on-duty status as provided by Department policy and procedure.

This is different from the situation that exists when employees are participating in regular law enforcement training that takes place while the employee is on duty, which is generally covered by Workers' Compensation benefits and Police Pension Line-of-Duty benefits. To be eligible for line-of-duty benefits during a training event, employees must be involved in regularly-scheduled in-service training and otherwise comply with the provisions set forth in Departmental training policies and procedures.

Even in situations where the employee is not eligible for Workers' Compensation benefits or Police Pension Line-of-Duty benefits, they may be eligible for non-line-of-duty pension benefits, as well as other City-provided health benefits. Ultimately, eligibility for any particular benefit will depend on the circumstances of each individual case and will be determined by the appropriate board or legal authority. The above is offered as general guidance only, and is offered to make sure employees understand the general nature of the risks that they may be undertaking when they engage in certain activities.

Note: Supervisors who receive requests from employees to participate in community-related or other personal activities must submit requests by memorandum via chain of command to the division commander for approval.

**APPENDIX A**

**TRAINING ENROLLMENT AND APPROVAL CHART**

	Officer or Employee	Power DMS	Training App. (Word/Add-Ins Admin Forms)	Out-Of-Co. Cover Memo (Word/Add-Ins Admin Forms)	Expense Sheet (Word/Add-Ins Admin Forms)	Register Self	Sgt. or Supv.	Lt. or Mgr.	Capt.	D.C.	Chief	Trng Coord.	Fiscal
CJI Course	→	Enroll	Attach to E-mail				→	→				→	
Orange County Course NOFEE	→		Attach to E-mail			→	→	→				→	
OUT-OF-COUNTY NOFEE	→		Attach to e-mail	Attach to e-mail		→	→	→	→	→	→	→	→
TRAINING W/ANY FEES	Complete in WorkDay		X	X	X	X	Approve in WorkDay	Approve in WorkDay	Approve in WorkDay	Approve in WorkDay	Approve in WorkDay		Approve in WorkDay

*IF TRAINING IS DENIED, THE PERSON DENYING THE TRAINING SHOULD RETURN THE E-MAIL TO THE OFFICER WITH AN EXPLANATION. THE OFFICER MUST THEN E-MAIL THE TRAINING COORDINATOR TO BE UNENROLLED FROM TRAINING.*

*PLEASE CHECK YOUR E-MAIL WHEN YOU ARE ON DUTY AND APPROVE/DENY TRAINING IN A TIMELY MANNER. TRAINING APPROVALS SHOULD TAKE NO LONGER THAN 3 DAYS, UNLESS SOMEONE IS ON VACATION. THANK YOU.*

**Other Info:** Officers will receive an Initial Training Approval e-mail from the Training Coordinator once the approvals and documents are received. The Training Coordinator will approve the PowerDMS enrollment at this time. However, this approval only means approvals have been received: **It does not automatically mean you are chosen for the class.**

Officers will receive a confirmation e-mail approximately 2 to 3 weeks prior to the class. They must confirm their attendance, via e-mail, and CC their supervisor at this time. If they can no longer attend, they must notify the Training Coordinator.

In the event a course is full, a selection will be made approximately 3 weeks prior to the class, and employees will be notified whether they were chosen to attend or put on standby.

**BUSINESS TRAVEL** (Investigations, Court, Meetings, etc.) WITHIN THE "CONTIGUOUS COUNTIES" DOES NOT NEED A COVER MEMO AND DOES NOT NEED TO GO TO THE CHIEF.

**BUSINESS TRAVEL** OUTSIDE THE CONTIGUOUS COUNTIES DOES NEED TO GO TO THE CHIEF, and THEN FISCAL. (NOTE: THE TRAINING COORDINATOR IS NOT RESPONSIBLE FOR BUSINESS TRAVEL.)

ATTACHMENT A

TRAVEL/TRAINING APPLICATION

To: \_\_\_\_\_ Request: \_\_\_\_\_  
From: \_\_\_\_\_ Employee #: \_\_\_\_\_  
DOB: \_\_\_\_\_ DOH: \_\_\_\_\_ Race/Sex : \_\_\_\_ / \_\_\_\_ Current Assignment: \_\_\_\_\_  
Type of Activity: \_\_\_\_\_ If other, please specify: \_\_\_\_\_  
Location: \_\_\_\_\_  
Name of Activity: \_\_\_\_\_  
Sponsor: \_\_\_\_\_ Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
Vehicle Request: \_\_\_\_\_ Outside Contiguous Area:  Yes  No Vehicle #: \_\_\_\_\_  
Driver: \_\_\_\_\_ Passenger(s): \_\_\_\_\_  
Total Estimated Cost (registration, travel, per diem, etc.) \_\_\_\_\_ \$0.00 (If there is a cost associated with travel/training, complete Travel Expense Worksheet. Enter total of estimated cost here.)  
Registration Completed:  Yes  No  N/A

**If applying for training, please complete this section:**

List all formal training courses attended within the past 12 months:

Course Use:  Salary Incentive  Mandatory Retraining/Education  Other

Active Field Training Officer:  Yes  No  N/A

**JUSTIFICATION/PURPOSE**

If applying for training, provide justification and reason for selecting this individual. If non-training, list purpose of travel.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



ATTACHMENT B  
Orlando Police Department  
Travel Expense Worksheet

Employee or Official Name: \_\_\_\_\_ Employee #: \_\_\_\_\_  
 Department: \_\_\_\_\_ Bureau/Division: \_\_\_\_\_  
 Travel from: \_\_\_\_\_ To: \_\_\_\_\_  
 Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_ Returning Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Account Number: \_\_\_\_\_

Items	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Registration Fee								\$0.00
Hotel								\$0.00
Taxi Fare								\$0.00
Car Rental								\$0.00
Tips (Bellman/Maid) (\$5)								\$0.00
Storage/Parking Fee								\$0.00
Tolls								\$0.00
Breakfast (\$16)								\$0.00
Lunch (\$17)								\$0.00
Dinner (\$31)								\$0.00
Communication Exp.								\$0.00
Fuel								\$0.00
Per Diem \$50/Day; in lieu of meals, tips & lodging								\$0.00
<b>Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Travel performed by private auto and common carrier

Date	Via Carrier/Auto	Vicinity	.555/mile (eff. 7/1/11)	Amount
<b>Total Transportation</b>				<b>\$0.00</b>
<b>Total Expense of the Trip</b>				<b>\$0.00</b>
<b>Less Previously Requested Checks</b>				
<b>Balance Due Employee</b>				<b>\$0.00</b>
<b>Balance Due CITY</b>				<b>\$0.00</b>

ATTACHMENT C



May 3, 2018

**MEMORANDUM**

**TO:** John W. Mina  
Chief of Police

**FROM:** Deputy Chief

**SUBJECT:** No Cost Training/Travel Request

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Attached is a training travel request for (Name of employee) to attend the (Course Name) course. The course is sponsored by (Sponsor) and will be held in (Location) from (Month Start Day-End Day), 20(Last 2 digits of year). There is no cost to the Department for this training.

I wish to attend this training on duty.

Your approval of this request is appreciated. If you have any questions, please let me know.

("FROM" PERSON'S INITIALS) - ALL CAPS/(typist's initials - no caps)

ATTACHMENT D



May 3, 2018

**MEMORANDUM**

**TO:** John W. Mina  
Chief of Police

**FROM:** Deputy Chief

**SUBJECT:** Training Request

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Attached is a training request for (Name of employee) to attend (Name of training). This training is sponsored by Sponsor's Name and will be held at (Location) from Month Start Day - End Day, 20(Last 2 digits of year).

The total cost for this training is \_\_\_\_\_ and will be charged to (Name of Division) Division training account (Workday worktag "OPD0005\_C Police Law Enforcement Training"). The current balance in the (Name of Division) Division training account is \_\_\_\_\_. The remaining balance after this deduction is \$0.00.

- A rental vehicle is not required for this training.
- A rental vehicle is required for this training. Purpose: \_\_\_\_\_

Your approval of this request is appreciated. If you have any questions, please let me know.

("FROM" PERSON'S INITIALS) - ALL CAPS/(typist's initials - no caps)

ATTACHMENT E



May 3, 2018

**MEMORANDUM**

**TO:** John W. Mina  
Chief of Police

**FROM:** Deputy Chief

**SUBJECT:** Non-Training Travel Request

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Attached is a non-training travel request for (Name of employee) to travel to (Location) on (Month Date), 20(Last 2 digits of year).

The purpose of the travel is (Purpose of Travel). The cost is \_\_\_\_\_ and will be charged to Workday worktag "OPD0001\_C Police Administration," the non-training travel account. The current balance in this account is \_\_\_\_\_. The remaining balance after this deduction is \$0.00.

- A rental vehicle is not required for this training.
- A rental vehicle is required for this training. Purpose: \_\_\_\_\_

Your approval of this request is appreciated. If you have any questions, please let me know.

("FROM" PERSON'S INITIALS) - ALL CAPS/(typist's initials - no caps)

**ATTACHMENT F add**