

"Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods."

ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE

1706.12, TRAINING

EFFECTIVE:	9/7/2022
RESCINDS:	1706.11
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	PROFESSIONAL STANDARDS DIVISION COMMANDER
ACCREDITATION CHAPTERS:	NONE
CHIEF OF POLICE:	ERIC SMITH

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1. ASSIGNMENT OF RESPONSIBILITIES
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PURPOSE:

This policy establishes procedures for requesting approval to attend training. . This policy is in compliance with City Policy 2400.3, "Travel Expense Policy". Refer to City Policy 2400.3 for further travel policy details not outlined in this policy.

1. ASSIGNMENT OF RESPONSIBILITIES

1.1 PROFESSIONAL STANDARDS DIVISION COMMANDER

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

1.2 TRAINING COORDINATOR

The Training Coordinator is assigned to the Training Unit. 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.

1.3 EMPLOYEES

Employees are responsible for submitting an electronic copy of 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.

2. ROUTING OF TRAINING APPLICATIONS

2.1 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 Training Application must 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.

2.2 SPECIALIZED TRAINING AND INSTRUCTOR COURSES

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 Training Application must be completed and submitted via an email attachment for approval via their chain of command, up to their Bureau Commander. The application shall then be forwarded to the Training Coordinator, who will coordinate registration with CJI. 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.

3. TRAINING INVOLVING COSTS

3.1 TRAINING INVOLVING COSTS OVER \$300

If the application is for a course involving any cost the applicant must adhere to City Policy "Travel Expense Policy". The applicant must create a Spend Authorization in Workday. The applicant must also complete the Travel Expense Worksheet and upload it to their Workday Spend Authorization along with their course information (brochure, etc.). They must also provide information about the training (location, cost, dates, etc.) in their Spend Authorization. This Spend Authorization will automatically be submitted for approval, via the chain of command, in Workday. It is the applicant's responsibility to follow up on their approval status via Workday. Once approved, the applicant will contact the fiscal management section, fiscal specialist, to make training and/or travel arrangements.

3.2 TRAINING INVOLVING COSTS \$300 or LESS

Please refer to City of Orlando Policy 2400.3, "Travel Expense Policy". OPD Fiscal will require an email, from the employee's Chain of Command through their Division Commander, approving the \$300 or less training expense, in order for payment of training expense to be made by a City credit card or check. A hardcopy must be provided to OPD Fiscal.

3.3 TRAINING WITH NO COST

For all no cost courses within Orange County (Refer to Section 2.2 for Specialized/Instructor Courses), the employee shall complete and attach a Training Application and route it for approval via email, up to their Lieutenant/Manager. Once it has been approved, the Lieutenant/Manager shall forward the Training Application to the Training Coordinator.

For all courses with no cost outside of Orange County, the employee shall complete and attach a Training Application and route it via email, for approval via their chain of command, up to their Bureau Commander.

3.4 GRANT-FUNDED TRAINING

If the training involves any costs the Grants and Management Analyst or the Police Planning Administrator must be notified prior to travel/training to ensure allowability as most grant-funded travel requires pre-approval from the grantor. Once approved by the Grants and Management Analyst or the Police Planning Administrator, the applicant will follow the previous instructions on attending training involving costs.

3.5 LETF/FAST FUNDED TRAINING

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 spend authorization shall be submitted in Workday. The approved FAST/LETF Memo and Travel Expense Worksheet must also be submitted with the spend authorization in Workday. Once approved in Workday, the applicant will contact the fiscal management section, fiscal specialist to make training and/or travel arrangements.

TRAINING ENROLLMENT AND APPROVAL CHART

(N:\601PLA\Cheryl Hotz\1-Training\TRAINING ENROLLMENT AND APPROVAL CHART 9/7/2022)

	Officer or Employee	Power DMS	Training App.	Expense Sheet	Register Self**	Sgt. or Supv.	Lt. or Mgr.	Capt.	D.C.	Chief	Trng Coord	Fiscal
CJI Course	→	Enroll	Attach to E-mail			→	→				→	
CJI Instructor Specialized (SRO, Mtn. Bike, etc.)	→	Enroll	Attach to E-mail		Upon approval	→	→	→	→		→	
Orange County Course** NO FEE	→		Attach to E-mail		Upon approval	→	→				→	
OUT-OF COUNTY NO FEE	→		Attach to e-mail		Upon approval	→	→	→	→		→	→
TRAINING W/FEES \$300 OR LESS*	E-Mail		Attach to e-mail		Upon approval	→	→	→	→	→	→	→
TRAINING W/FEES OVER \$301 OR MORE	E-Mail Cover Memo Only Once Approved: Create Workday Spend Request		After Approved: Upload to Workday	After Approved: Upload to Workday	Upon approval	Approve in WorkDay	Approve in WorkDay	Approve in WorkDay	Approve in WorkDay	Approve in WorkDay	→	Approve in WorkDay

ATTACHMENT A

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: <input type="checkbox"/> Yes <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
If applying for training, please complete this section:			
List all formal training courses attended within the past 12 months: _____			
Course Use: <input type="checkbox"/> Salary Incentive <input type="checkbox"/> Mandatory Retraining/Education <input type="checkbox"/> Other			
Active Field Training Officer: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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

City of Orlando 2021 Travel Expense Worksheet								
Date of Report								
Employee or Official								
Department:								
Travel From:				Travel To:				
Date of Departure:				Date of Return				
Departure Time:				Return Time:				
Spend Authorization				Business Purpose				
<input type="checkbox"/> If the traveler is requesting a Car Rental, travel over 1,000 miles, travel more than 5 days, out of the country travel or lodging in Orlando MSA.								
<input type="checkbox"/> OPD ONLY: Check this box if Overtime or Workback will be incurred as a result of this travel.								
(See Policy and Procedure 2400.3. for limits, receipts, and authorization required for reimbursement.)								
Items	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Date								
Registration Fee								\$0.00
Hotel								\$0.00
Airfare								\$0.00
Taxi Fare								\$0.00
Car Rental								\$0.00
Tips (Bellman/Maid)								\$0.00
Storage/Parking Fee								\$0.00
Tolls								\$0.00
Breakfast - \$16								\$0.00
Lunch - \$17								\$0.00
Dinner - \$31								\$0.00
Per Diem; in lieu of meals, tips & lodging								
Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
							(2021) Standard	
Travel Performed by Rental or Personal Vehicle							0.560	
Date	Rental Vehicle or Personal Vehicle	Travel From:	Travel To:	Miles Traveled	Amount			
					\$ -			
					\$ -			
					\$ -			
					\$ -			
					\$ -			
Total Transportation					\$0.00			
Total Expense for this Trip					\$0.00			
 Optional Approvals:								
Authorized Signature: _____		(Department Approval)		Date _____				
Authorized Signature: _____		(Department Approval)		Date _____				
Authorized Signature: _____		(Department Approval)		Date _____				