

Attendance at Outside Schools

208.1 PURPOSE AND SCOPE

The purpose of this policy is to identify City and Commission on Peace Officer Standards and Training (POST) policy relative to attendance at outside training courses and to identify employee obligations related to course participation.

208.2 PURPOSE OF OUTSIDE TRAINING

The general purpose for attendance at outside training schools is to address the following organizational objectives:

- (a) Compliance with regulatory and statutory requirements.
- (b) Acquisition and development of liability-reducing critical skills.
- (c) Acquisition and development of job-specific knowledge and skills.
- (d) Acquisition of knowledge and skills to increase employee effectiveness on the job.
- (e) Career development for the course attendee.

208.3 REQUESTS TO ATTEND OUTSIDE TRAINING COURSES

(a) Initial requests to attend outside training courses shall be made in writing, through the employee's immediate supervisor and Division Commander to the Commander of the Professional Standards and Training Unit. Requests will be evaluated on the basis of organizational and employee needs with consideration given to the financial impact of course participation, inclusion of the course in question in the current department budget, and the existing impact on staffing.

(b) The Professional Standards and Training Unit shall be responsible for the generation of an "Approval to Attend Outside Training" form. This form is used to solicit approvals from the Professional Standards and Training Unit, and the employee's Bureau Commander, for the employee to attend the training course. The "Approval to Attend Outside Training" form shall include the following information:

1. Title of the course, conference, or seminar.
2. Clear identification of any POST related training must be included in training brochure.
3. Dates, times, and location of the presentation.
4. Name of the course sponsor.
5. Funding source and reimbursement information.
6. Names of the attendees.
7. Details relative to checks and advances required for registration, tuition, subsistence, or other expenses.

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8. Summary of the course content and a statement as to the benefit to the organization.
9. A statement as to the impact or staffing or requirements for overtime replacement of the employee.
10. Space for approvals by the Professional Standards and Training Unit Supervisor, Bureau Commander, and other approvals as may be required.
11. Travel/advance information provided to the Finance Department must include a copy of the training brochure that provides clear identification of POST related training.

(c) No employee shall attend any training course without first obtaining a completed and approved "Approval to Attend Outside Training" form.

(d) The Professional Standards and Training Unit shall have the responsibility for arranging reservations for the course and all contact required with the course sponsors.

(e) The Professional Standards and Training Unit shall have the responsibility for making flight and car rental arrangements for employees attending outside training courses if applicable.

(f) Employees are responsible for making their own hotel arrangements if needed and approved.

208.4 EXPENSES AND REIMBURSEMENT

(a) Employees may be advanced subsistence and tuition expenses (if not paid in advanced) at the current rate identified by POST for all courses subject to reimbursement. The Finance Department will provide the advance funds to the employee no earlier than 14 days prior to the training. The Professional Standards and Training Unit will publish and distribute to course attendees the current City and POST guidelines prior to course participation.

(a) On occasion, it may be necessary for a school attendee to exceed the POST maximum subsistence allocation due to a particularly high lodging rate or the limited availability of eating facilities. Expenses in excess of POSTS maximum will be evaluated on a case-by-case basis. Receipts will be required for expenses for subsistence in excess of the POST maximum allocation.

(b) In all cases, attendees will be expected to exercise good judgment, common sense and reason in their spending practices.

(b) Mileage expense incurred by course attendees driving their own vehicles will be paid at the current City mileage rate in force at the time of the training course.

(a) Mileage is paid from the San Leandro Police facility or the attendee's home, whichever is closer, to the training site with daily commute mileage from the training site to the lodging site added.

(b) Mileage is not paid from the lodging site to restaurants or other locations not directly associated with the training assignment.

(c) Air transportation, if required, will be pre-paid by the City and tickets will be given to attendees at the time subsistence advance checks are distributed - no earlier than 14 days prior to the training. Ground transportation such as taxis and shuttle buses will be covered for employees utilizing air

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transportation. Rental cars are not covered by POST and will be available for reimbursement only as City policy permits.

(d) Use of City vehicles in lieu of personal transportation for course attendance shall be at the discretion of the employee's Division Commander or Training Manager.

(e) Following approval of any training course, attendees will be forwarded a packet of information prepared by the Professional Standards and Training Unit including course information (as received from the course presenter), a travel arrangement sheet, and copies of any maps provided by the course sponsor.

(f) Questions regarding course attendance, advances or related matters shall be directed to the Professional Standards and Training Unit.

(g) If the training site is further than 50 miles from the San Leandro Police Department and the attendee's home, lodging will be provided and the course will be considered a "residency course". Receipts will be required for all lodging expenses. Receipts will be required for any emergency expenses (i.e. emergency repair on a City vehicle) and for any fees paid to the course presenter.

(h) If the training site is not further than 50 miles from the San Leandro Police Department and the attendee's home, lodging will not be provided and the course will be considered a "commuter course," unless prior approval is received from the City Manager's Office.

(i) General attendee subsistence guidelines do not include reimbursement for telephone calls, room service, alcoholic beverages, or related expenses not required as part of the training experience or required for official Department business.

(j) Subsistence checks, tuition checks, and airline tickets may be obtained from the Training Coordinator no earlier than 14 days in advance of the training course.

(k) Meal Allowance Breakdown

1. POST Reimbursable Residency Course. No receipts are required and a total amount of \$50.00 per day for meals will be allowed using the following:

(a) On the first day of travel, if the trip begins at or before 0700 hours, an allowance of \$9.00 will be given to the attendee.

(b) On the first day of travel, if the trip begins at or before 1100 hours, an allowance of \$15.00 will be given to the attendee.

(c) On the first day of travel, if the trip begins at or before 1700 hours, an allowance of \$26.00 will be given to the attendee.

(d) On the last day of travel, if the trip ends after 0800 hours, an allowance of \$9.00 will be given to the attendee.

(e) On the last day of travel, if the trip ends after 1400 hours, an allowance of \$15.00 will be given to the attendee.

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- (f) On the last day of travel, if the trip ends after 1900 hours, an allowance of \$26.00 will be given to the attendee.
 - (g) If the course includes any of the meals listed above, the attendee will not be given an allowance for those meals.
2. POST Reimbursable Commuter Course. No receipt is required and a total allowance of \$8.00 per day will be given to the attendee, unless the course provides lunch.
3. Non-POST reimbursable Residency Course. Receipts are required and a total amount of \$56.00 per day for meals will be allowed using the following:
- (a) On the first day of travel, if the trip begins at or before 0700 hours, an allowance of \$11.00 will be given to the attendee.
 - (b) On the first day of travel, if the trip begins at or before 1100 hours, an allowance of \$16.00 will be given to the attendee.
 - (c) On the first day of travel, if the trip begins at or before 1700 hours, an allowance of \$29.00 will be given to the attendee.
 - (d) On the last day of travel, if the trip ends after 0800 hours, an allowance of \$11.00 will be given to the attendee.
 - (e) On the last day of travel, if the trip ends after 1400 hours, an allowance of \$16.00 will be given to the attendee.
 - (f) On the last day of travel, if the trip ends after 1900 hours, an allowance of \$29.00 will be given to the attendee.
 - (g) If the course includes any of the meals listed above, the attendee will not be given an allowance for those meals.
4. Non-POST Reimbursable Commuter Course. A receipt is required and a total allowance of \$8.00 per day will be given to the attendee, unless the course provides lunch.

208.4.1 EMPLOYEE DUTIES AT THE TRAINING COURSE

- (a) At the first class session, employees shall be responsible for delivering the POST reimbursement claim form to the course presenter for any course subject to POST reimbursement.
- (b) The employee shall be responsible for the delivery of any tuition or fee checks due the presenter and the acquisition of a receipt.
- (c) Each attendee will be expected to attend all portions of the training course and to apply himself/herself diligently so as to derive maximum benefit from the learning opportunity.
- (d) Employees shall wear appropriate professional attire. Employees shall not wear high heels, flip flops or shorts to the training, unless approved in writing.

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208.5 EMPLOYEE RESPONSIBILITIES UPON COMPLETION OF THE TRAINING

(a) After the training course has been completed, course attendees are responsible for the following:

1. Completion of the proper Travel Expense Report detailing expenses incurred as a result of the training course, which should be submitted to the Training Coordinator within five (5) working days after the training session ends. Failure to do so will result in withholding of any future training advancement until the pending advance is properly reconciled. The Finance Department will provide a report to the Professional Standards and Training Unit regarding outstanding advances. Continued inability to comply with the required advance reconciliation will result in the dis-allowance of future advances.
2. Submission of required receipts attached to the Travel Expense Report.
3. Return of any monies owed the City which were not used during the training course.
4. Submission of a copy of the attendee's Certificate of Completion to the Professional Standards and Training Unit to be filed in the employee's training file.

(b) In addition to the aforementioned responsibilities, course attendees may be required to engage in any of the following activities by virtue of knowledge and expertise acquired in the training course seminar:

1. Creation of a Training Bulletin covering subject matter discussed in the course.
2. Development of a lesson plan covering material presented in the course.
3. Participation in a line-up, video or other presentation to assist in the dissemination of information acquired as a result of expertise or knowledge acquired in the course.
4. Participation as an instructor for in-house training as a result of expertise obtained in the course.

(c) Training knowledge and developed skills may transcend specific job assignments. For example, an employee who develops expertise in arson investigation while assigned to the Criminal Investigation Division may be called upon to assist in arson investigations even after the employee has been transferred to another assignment. The same might be true of other developed skills, such as first aid instruction, crime scene video recording, defensive tactics, etc. As is reasonably possible, refresher training will be provided to maintain employee expertise in critical skills areas.

208.6 EMPLOYEE RESPONSIBILITY IF A WORK RELATED INJURY OCCURS DURING OUTSIDE TRAINING COURSE

Immediately following the occurrence of a work related injury or illness that occurs while attending an outside training course, the injured employee shall follow the procedures as described in the Workers Compensation Benefits policy. If the employee's supervisor is not available, the employee shall notify the on-duty Watch Commander.

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Any employee injuries sustained in an off-duty training class for which the employee is not compensated by the City of San Leandro are excluded from Worker's Compensation Benefits.

208.7 RESCINDED POLICY

This policy rescinds San Leandro Operations Directive 85-02 and 85-05.