

Training Policy

213.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

213.2 PHILOSOPHY

The department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the department will use courses certified by the California Commission on Peace Officer Standards and Training (POST).

213.3 OBJECTIVES

The objectives of the Training Program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of our personnel.
- (c) Provide for continued professional development of department personnel.

213.4 TRAINING PLAN

A training plan will be developed and maintained by the Training Manager. It is the responsibility of the Training Manager to maintain, review, and update the training plan on an annual basis.

213.4.1 TRAINING MANAGER

The Training Manager shall be the lieutenant currently assigned to the Office of Professional Development (OPD). It is the responsibility of the Training Manager to maintain, review, and update the training plan as is needed. The plan will address the following areas:

- (a) Legislative Changes
- (b) State Mandated Training
- (c) Critical Issues
- (d) Perishable Skills

213.5 TRAINING NEEDS ASSESSMENT

The Office of Professional Development will conduct an annual training-needs assessment of the Department. The needs assessment will be reviewed by staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

Irvine Police Department

Policies

Training Policy

213.5.1 MASTER TRAINING PLAN

The Training Manager maintains the Department Master Training Plan, a tiered list of training programs and classes available to both sworn and civilian personnel based upon each employee's position, specialty or task within the organization. A training plan exists for each position in the Department. For each plan, courses are tiered in three groups; Mandatory, Essential and Desirable.

- (a) Mandatory training - Training in this category is required by federal law, state law, and/or department policy. Unless otherwise noted, this training should be completed within one year of appointment to the position.
- (b) Essential training - This training has been designated by the Department as necessary for the professional development of an employee in his/her specified rank and/or task assignment.
- (c) Desirable training - Upon completion of the mandatory and essential courses, an employee may pursue additional interests in their law enforcement training. The department will make a positive effort to accommodate an individual's desired career path, with consideration for the needs of the department and anticipated employee career direction.

The Department Training Officer shall keep informed on current, relevant training opportunities of benefit to the department and its employees. The Training Officer will disseminate information regarding upcoming training courses to specialty areas when the courses address that specific specialty. It is not the Training Officer's function to solicit individuals for specific training except in areas of mandated training, as defined in the Master Training Plan.

213.6 TRAINING STAFF

The Training Manager and his/her staff will serve to assist with identifying training needs for the Department.

The training staff should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the training staff should review include, but are not limited to:

- (a) Any incident involving the death or serious injury of an employee.
- (b) Incidents involving a high risk of death, serious injury or civil liability.
- (c) Incidents identified by a supervisor as appropriate to review to identify possible training needs.

The training staff should convene on a regular basis as determined by the Training Manager to review the identified incidents. The staff shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Manager. The recommendation should not identify specific facts of any incidents, such as identities of employees involved or the date, time and location of the incident, but should focus on the type of training being recommended.

Irvine Police Department

Policies

Training Policy

The Training Manager will consider the recommendations of the staff and determine what training should be addressed, taking into consideration the mission of the Department and available resources.

213.7 TRAINING PROCEDURES

All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:

- (a) Court appearances
- (b) Annual vacation
- (c) Sick leave
- (d) Physical limitations preventing the employee's participation.
- (e) Emergency situations

When an employee is unable to attend mandatory training, that employee shall:

- (a) Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training.
- (b) Document his/her absence in a memorandum to his/her supervisor.
- (c) Make arrangements through his/her supervisor and the Training Manager to attend the required training on an alternate date.

213.7.1 DEPARTMENT PAID TRAINING REQUESTS

Employees seeking permission to attend a training opportunity should submit a completed seminar Training Request Form (TRF) and a course flyer to their immediate supervisor. Supervisors, command staff members and personnel from the Office of Professional Development will process the request in accordance with the outline below.

Training funded by the Department:

- (a) Employee's Responsibility: Complete a TRF. Submit a completed TRF to your supervisor as soon as practical to ensure enough time for approval and processing prior to the class.
 - 1. Discuss the class with your supervisor with respect to:
 - (a) Career development
 - (b) Scheduling concerns
 - 2. Notify the Court Liaison regarding the dates and location of the intended training.
 - 3. Notify the OPD Lieutenant if you have any special travel requests related to department training.
- (b) Supervisor's Responsibility:
 - 1. Deliver the TRF to the Division Commander or Division Manager.

Irvine Police Department

Policies

Training Policy

2. Make the notation in the schedule that the employee may be away.
- (c) Division Commander's/Manager's Responsibility:
1. Review the TRF and approve if appropriate.
 2. Identify on the TRF the account that will be used for the training.
 3. Forward the request to the Training Officer.
- (d) Training Officer's Responsibility:
1. Review the request and confirm that the class is:
 - (a) Current and relevant
 - (b) Has received generally favorable evaluations from previous attendees.
 2. Check the employee's master training record to see if he or she has been to any similar training. Report relevant findings to the Division Commander/Manager, if applicable.
- (e) OPD Training Sergeant's Responsibility:
1. Review the TRF and, if needed, confirm the budget code to be used.
 2. Forward the TRF to the OPD Lieutenant.
- (f) OPD Lieutenant's Responsibility:
1. If the training is to be held outside the State of California, forward the TRF to the Chief of Police for endorsement.
 2. Forward the TRF packet to the OPD Administrative Secretary for processing.
- (g) OPD Administrative Assistant's Responsibility:
1. Make necessary registration, travel, hotel, and/or ground transportation arrangements.
 2. Request warrants for fees.
 3. Provide a training packet to the employee.
 4. Provide OPD Lieutenant final cost totals, if applicable.
 5. Any special travel requests require OPD Lieutenant approval.

213.7.2 APPROVED REQUESTS

Approved requests for department-sponsored training will be processed by OPD staff, who will make necessary arrangements for attendance, lodging, transportation, and notification of the employee. The employee is responsible for notifying his or her immediate supervisor for staffing purposes.

213.7.3 DENIED REQUESTS

Requests that are denied during the process will be returned to the initiating employee with the appropriate comments. A copy of the denied request shall be filed with OPD.

Irvine Police Department

Policies

Training Policy

213.7.4 SUBMITTING AN EXPENSE REPORT

Prior to attending a department-funded training course, the employee should receive all necessary paperwork and instructions from OPD. If the employee does not receive the packet within one week of the course start date, the employee must contact OPD.

Upon completion of the training course, the employee shall submit to OPD:

- (a) A completed City of Irvine Expense Report form 22-10, signed by the employee's supervisor.
- (b) A course flyer.
- (c) A copy of the course Certificate of Completion.
- (d) Commuter trainings and conferences (including one day courses) require itemized receipts for money spent and for which reimbursement is requested. Original receipts must be taped to standard 8 ½" x 11" sheets of blank paper and submitted with the expense report. Receipts must be itemized; credit card receipts showing only the total amount will not be accepted.
 - 1. Expense reports submitted without itemized receipts generally will not be accepted. Employees should make every effort possible to obtain itemized receipts for all items, including food purchases. The Office of Professional Development may direct employees who submit expense reports without itemized receipts to contact the establishment to obtain a duplicate receipt before resubmitting the report.
 - 2. An employee who submits an expense report without itemized receipts must author a memo, directed to the Chief of Police, explaining the expenses, and the reason why no itemized receipt is available. The memorandum shall include the date of the expense, the amount and description of the expense. It is the sole discretion of the Chief of Police whether or not an expense report will be approved for processing if it is submitted without itemized receipts.
- (e) Trainings with an overnight stay do not require receipts for meal reimbursements as long as the total daily amount does not exceed the current federal per diem rate, (www.gsa.gov) for the area/county where the training is held. The employee will write on the Expense Report form, under description, "meals per diem rate", and put the federal per diem dollar rate in the "meals \$" column.
- (f) If the department has paid for hotel accommodations, the employee must submit the hotel receipt to the Office of Professional Development within five working days after the employee's return. There are no exceptions to this requirement. Employees may redact hotel bills so they don't show phone calls, items or services the employee paid for personally.
- (g) A completed City of Irvine Course Evaluation form is required for the general purpose of tracking city-wide training attendance and overall effectiveness of the program.

Following the completion of any educational course, conference, seminar, or training program, employees may be required to provide a summary of the information received to share with other employees.

Irvine Police Department

Policies

Training Policy

213.7.5 EMPLOYEE REIMBURSEMENT AND COMPENSATION

The reimbursement schedule will follow current City of Irvine Financial Policies and Procedures reimbursement guidelines for POST and non-POST courses.

213.7.6 OVERNIGHT ACCOMMODATION

Compensation allowances for overnight accommodation while attending a training class will vary according to the duration of the class, distance to the class site, time to travel to the class site, and pre-class authorization. The distance from the police facility to the training site shall be determined through the use of any legitimate web-based mapping program or any satellite/Global Positioning System estimate. References to the length of time to travel to the training location refers to the estimated time it will take to travel from the police facility to the training location, taking into consideration the location of the training, the time of day and the day of week the employee will be traveling to the training class. (e.g. delays caused by traffic congestion can be considered in determining the estimated "travel time.")

Mandatory/Essential Training equal to one (1) day in length:

Employees will be compensated for a hotel accommodation one night prior to the first day of training, if, using standard ground transportation, the travel time from the police facility to the training site is greater than 50 miles away or takes two hours or longer.

Mandatory/Essential Training greater than one (1) day in length:

Employees will be compensated for a hotel accommodation one night prior to the first day of training and shall be continuous until the last morning of training:

- (a) If, using standard ground transportation, travel from the police facility to the training site is greater than 50 miles or takes two hours or longer (or)
- (b) If the training is physically demanding in nature and the length of time required to the travel to and from the teaching site each day would negatively impact the training results. The Professional Development Lieutenant is responsible for determining whether or not the travel time required would negatively impact the employee.

Additional guidelines for training accommodations:

- (a) No overnight accommodations will be considered for personnel attending the Basic Post Academy. It is the new employee's personal responsibility to make living arrangements that can accommodate the rigorous academy schedule and are conducive to his or her personal success while attending the academy.
- (b) The department will provide for a non-smoking room, associated taxes/municipal levies and on-site parking fees.
- (c) For training spanning multiple work weeks, hotel accommodations generally will not be provided over the weekend unless the cost of transportation to and from the training is significantly greater than the cost of the hotel accommodation.
- (d) Nothing in this policy prohibits an employee from extending their hotel accommodations into their off-duty time at their own expense; however, arrangements with the hotel and payment must be made by the employee.

Irvine Police Department

Policies

Training Policy

Desirable Training equal to or less than one day in length does not qualify for overnight accommodation. Exemptions can be made at the discretion of the OPD Lieutenant.

Desirable Training greater than one day in length and either more than 50 miles away or two hours away by standard ground transportation will qualify for overnight accommodation. Hotel accommodation will be provided one night prior to the first day of training and shall be continuous until the last morning of training.

213.7.7 MILEAGE

- (a) Mileage reimbursement will be considered for the driver of any privately-owned vehicle who attends training funded or sanctioned by the Department that occurs outside the police facility. This does not include regularly scheduled SWAT training.
- (b) Employees who are permitted by the department and who choose to travel by privately-owned vehicle will receive mileage reimbursement calculated based on the location they start their commute to the training site, minus their normal miles driven from their residence to work. The mileage reimbursement rate is set by the IRS. Each year the Office of Professional Development will verify the current Standard Mileage Rates for Business, by checking the IRS's website at www.irs.gov.
- (c) Use of City-owned vehicles to attend seminars, courses and classes: Employees are encouraged to use City-owned vehicles when available to attend a seminar, school, or course, unless the training is voluntary and on the employee's own time. Employees should consult with their supervisor prior to the training date concerning the use of a City-owned vehicle for the training period.
- (d) Use of a City-owned vehicle for police academy training: Because of a specific arrangement between the department and the police academy, vehicles may be used for academy training. Vehicles will only be provided for academy training if the use does not conflict with the patrol function.

213.7.8 TRAVEL TIME AND TRAINING TIME FOR DEPARTMENT PAID TRAINING

Travel Time:

- (a) Department paid training:
 - 1. Commuter Classes:
 - (a) If the training program occurs during regularly scheduled work days and takes place at a location different from the department, employees will not be compensated traveling to and from the training location from home since such travel time is considered normal home to work travel per the FLSA.
 - (b) Travel during the workday to attend training, after the employee has reported to work, is hours worked for the City. Employees will be compensated at straight time and if the overtime threshold (see definition below) is exceeded, the training time will be compensated at the overtime rate; however, travel from the employee's last training location to home is not compensable. Supervisors should not require employees who will

Irvine Police Department

Policies

Training Policy

be traveling during the work day for training to report to their normal work site at the start or the end of their shift unless it is truly necessary for the employee to report to such location.

- (c) If the combination of training hours and travel exceed an employee's normal work-day hours, the employee should be compensated at the overtime rate.

2. Overnight Travel (Classes requiring travel the day prior to the start date of the class):

- (a) Overnight travel for department training will be compensated for time spent in actual transit, irrespective of the mode of travel, or whether or not the travel occurs during working hours.
- (b) Employees will be compensated at straight time and if the overtime threshold is exceeded, the training time will be compensated at the overtime premium rate.
- (c) Supervisors should schedule travel for overnight training for a day and time mutually agreed upon by the department and the employee.

(b) Training Time:

1. Department paid training (Mandatory, Essential and Desirable): Employees will be compensated for actual time spent in class during regularly scheduled work days at straight time. To the extent the training is conducted or extends into after hours, the training time will be compensated at straight time and if the overtime threshold is exceeded, the training time will be compensated at the overtime rate. An eight-hour training day will be considered equal to a ten-hour work day. However, a forty hour training class, consisting of five 8-hour days, will be considered a forty-hour work week. 3/12.5 and 4/10 sworn employees will adjust their schedules to a 5/8 for the period of the training.
2. Overtime Threshold Defined: When a sworn employee modifies his or her schedule to attend training, the employee will not be eligible for overtime since they are subject to the 28 day FLSA work period, unless the training hours exceed the overtime threshold of 80 hours in the pay period the training occurred. Non-sworn employees working the 3/12 or 4/10 schedules may also be asked to adjust their work schedules for such training. This may trigger overtime for employees on the 3/12 work schedule, if the training hours exceed the overtime threshold of 40 hours in the FLSA work period.
3. Every effort should be made by the department to schedule training to avoid unnecessary overtime.

213.7.9 PER DIEM FOR MEALS

(a) Department-paid training (Mandatory, Essential and Desirable) held at a site other than a City facility (excluding regularly scheduled SWAT training):

1. General Guidelines For All Training Courses:

Irvine Police Department

Policies

Training Policy

- (a) The department will not reimburse expenses associated with alcoholic beverages.
 - (b) Employees are not eligible for a per diem reimbursement for training in the Desirable category that has been paid for by the employee through professional development funds.
 - (c) Employees are not eligible for a per diem reimbursement when the training is held at any City of Irvine facility.
2. POST and Non-POST Reimbursable Training Courses:
- (a) Employees attending training that requires an overnight stay will not need to save receipts for reimbursement, if the total daily amount does not exceed the federal per diem rate for the area/county where the training is held.
 - (b) Employees attending any length of commuter training or conference (including one day courses) will be reimbursed only for lunch, with itemized receipts, up to the current federal per diem rate for the area/county where the training is held.
 - 1. An employee who submits an expense report without itemized receipts must author a memo, directed to the Chief of Police, explaining the food purchases made, and the reason why no itemized receipt is available. It is the sole discretion of the Chief of Police whether or not an expense report will be approved for processing if it is submitted without itemized receipts.
 - (c) When the trainings require an overnight stay, the employee will not need to submit receipts with the Expense Report form, as long as the total daily meal expense does not exceed the federal per diem rate for the area/county the training was held.

213.7.10 VOLUNTARY TRAINING FUNDED THROUGH THE CITY OF IRVINE PROFESSIONAL DEVELOPMENT FUNDS (NOT DEPARTMENT PAID MANDATORY, ESSENTIAL, OR DESIRABLE TRAINING)

The City of Irvine understands the value of training which employees seek on their own to better themselves both in their current jobs and for career advancement. To that end, an employee who, on his/her own initiative attends an independent school, college, or training offered through professional organizations may be eligible to be reimbursed for the cost of such coursework. In accordance with the Department of Labor regulation 29 CFR section 785.30, such training is not compensable as hours worked because the employee is indeed taking such training on his/her own initiative. However, at the discretion of a supervisor, an employee may be compensated by the department to attend a voluntary training class in lieu of his or her regular assignment, providing doing so does not result in an overtime fill for any employee.

Voluntary use of Professional Development funded training is eligible for compensation for travel accommodations per City policy. Travel accommodations include transportation, lodging, and meals.

Irvine Police Department

Policies

Training Policy

Employee paid training not covered by Professional Development will not be compensated for travel accommodations.

An employee requesting to use Professional Development funds for such training must submit a request to the Chief of Police or his/her designee at least 30 days prior to the training and await approval. Once notified that the training has been approved, the employee shall:

- (a) Coordinate the training schedule with immediate supervisor.
- (b) Complete and submit a TRF to the immediate supervisor which should be routed to OPD.
- (c) Notify the Court Liaison regarding the dates and location of the intended training.
- (d) Contact the training host and register for the course. Pay the tuition and other expenses as necessary. *HR will order a check to pay tuition or the OPD Administrative Assistant may pay for the tuition with her P-card if the request is received at least 30 days prior to the training.
- (e) If the employee pays for the tuition, submit the receipt for the training along with the pre-approved Professional Development Reimbursement form to Office of Chief of Police. A certificate of completion must be attached to the Professional Development form in order for the employee to be reimbursed.
- (f) Submit a copy of the certificate of attendance to OPD for inclusion in the training file.

213.7.11 TRAINING FUNDED THROUGH THE CITY OF IRVINE EDUCATIONAL REIMBURSEMENT PROGRAM

An employee who wishes to attend a training course or certificate program that is sponsored by an accredited educational institution, and for which course credits or units are granted, is eligible for reimbursement through Educational Reimbursement, providing:

- (a) The course has a direct nexus to the job duties of that employee, AND
- (b) The course credits could be applied towards a degree (AA, BA, BS, etc.), AND
- (c) The application of these funds is consistent with the employee's labor agreement, AND
- (d) The class is completed on the employee's own time.

The employee retains the ability to decide whether or not he or she will use professional development or educational reimbursement funds in instances described above.

This policy does not change the manner in which educational reimbursement funds can be utilized for employees who are pursuing actual college degrees (AA, BA, BS, MA, MPA, JD, etc.). It is recognized that employees who are pursuing college degrees or advanced degrees can be reimbursed for elective courses that are required for graduation that may not necessarily have a job nexus.