

St. Joseph, Missouri Police Department



DIRECTIVE TYPE: SPECIAL ORDER		INDEX NUMBER: SO0008
SUBJECT: Training Requests and Travel Procedures		
ISSUE DATE: October 27, 2000	REVISED: 12/13/01, 7/04/05, 7/21/06,	AMENDS/RESCINDS: GO#11 of July 10, 1995
Revisions Continued: 11/04/10, 5/15/13, 5/28/15		DISTRIBUTION: A (All)

I. POLICY:

The Department Training Office is responsible for the training-function of the Police Department. The Department encourages its members to enhance their knowledge and/or training. A member's value to the Department increases with the same. It is the goal of the Department to provide its members with up-to-date training. Procedures governing travel for business purposes are summarized in this Special Order. Members may seek more information in the City of St. Joseph Travel Guide.

II. TRAINING REQUEST PROCEDURES:

- A. The Training Officer will evaluate and post training (school/seminar) information on a monthly basis on the "Training Information Board".
- B. Department members interested in attending offered schools/seminars will obtain a "Training Request Form" that will be located on the Training Information Board. The requesting member must complete the form and provide it to his/her immediate Supervisor for further processing. A copy of the training being requested shall be attached to the Training Request Form.
- C. Shift Supervisors and Watch/Division Commanders should evaluate training requests with the following criteria in mind:
 1. Department required staffing;
 2. Value to the Department's needs, goals or mission; and
 3. Value to the job proficiency or needs of the requesting member.
- D. If a training request is not approved, the Supervisor will forward the disapproved Training Request Form to the Training Office. The Training Sergeant will notify the member with an explanation for the disapproval.
- E. If a training request is approved, the Training Request Form will be forwarded to the Support Services Commander for budgetary evaluation. Once completed, the

Training Request Form will be forwarded to the Training Officer for final processing. Any form not received 15 working days prior to the training will not be approved unless extenuating circumstances exist.

- F. The Training Officer will also notify the requesting member of the approval or disapproval of his/her request.
- G. The Training Officer and/or Administration Office shall complete all necessary registrations and reservations.
- H. While attending classes, Department members are in an "on-duty" status. Members shall dress professionally and appropriately. Unauthorized clothing shall include, but not be limited to: sandals, thongs, tank-top type "T" shirts, and/or shorts. Department grooming standards shall be followed.

III. TRAINING AND TRAVEL EXPENSES:

- A. Travel expenses for training/business purposes shall be approved by a Division Commander and/or the Chief of Police. The Administrative Assistant or Secretary shall handle business/travel arrangements. Advanced meal and other expenses will be based on per diem rates established by the City Travel and Business Expense Policy which uses Internal Revenue Service data. For meals under the provided amount, receipts must be kept for reimbursement.
- B. Each person is allowed a per diem amount (based on the above criteria) for meals, including tips. This amount can be decreased at the discretion of the Chief of Police. For trips to Kansas City and the surrounding area(s), allowances for single meals will be established. Provisions for personal phone calls will also be according to the City Travel Policy. Drinks, entertainment, laundry services and expenses for spouses are not allowed. ALL RECEIPTS MUST BE KEPT IF THE EMPLOYEE WANTS 100% OF THE PER DIEM RATE. If using only 75% of the per diem rate, receipts do NOT need to be kept or turned in. Officers and Employees are generally expected to share rooms with individuals of the same gender or their spouse. If individuals want their own room they will be required to pay any added costs associated with the request.
- C. Within seven (7) working days after returning, members must provide their receipts to the Administrative Assistant to the Chief of Police and reconcile expenses. Members are responsible for any expenses not covered, and any balance left from issued expense checks must be returned (when taking full per diem amount). Failure to reconcile within the required seven day period may be grounds to disapprove future training.

IV. TRANSPORTATION:

- A. Department vehicles will be used whenever possible. If a private vehicle has to be used, the individual will be reimbursed at the current "per-mile" rate designated by the City Travel Policy. Use of a private vehicle must receive prior approval from the Chief of Police.

- B.** A police department gas credit card should be used for fuel purchases for City-owned vehicles. Emergency repairs to City vehicles may be charged to the same account. Repairs to private vehicles are not covered.

Chris Connally, Chief of Police

Date