

13.115 OUTSIDE TRAINING PROGRAMS/COLLEGE ATTENDANCE

Reference:

FOP/City Labor Agreement
 AFSCME/City Labor Agreement
 Cincinnati Organized and Dedicated Employees (CODE) Agreement
 Procedure 12.817 - Court Management System (CMS)
 Procedure 16.125 - Travel on City Business
 Human Resources Policies and Procedures – Section 3.4
 Administrative Regulation #13 - Travel Outside of Cincinnati on City Business Requiring an Overnight Stay

Information:

Outside training includes job-related conventions, professional conferences, workshops, seminars, and special training events sponsored by agencies other than the Cincinnati Police Department. Exempt from this procedure are City of Cincinnati sponsored seminars of several hours to one day duration covering a limited subject such as payroll preparation, personnel related forms or processes, Equal Employment Opportunities matters, etc. Also exempt from this procedure are Department personnel attending college or training on their own time and at their own expense.

The Records Management System (RMS) will be used to document and submit the Training/Travel Request (70T), the Cost Estimate (70S), the Travel Expense (71S), and the Course Evaluation. RMS will **not** be used to process Tuition Reimbursement.

Policy:

Officers who will be out of town on City business must review the Court Management System (CMS) and report the days they will be unavailable for court to their immediate supervisor, who will enter the information into the CMS.

Procedure:

- A. Evaluating Training Requests
 1. Training requests are evaluated using the following criteria:
 - a. Is there need for the training?
 - b. Will the employee and/or Department benefit from this training?
 - c. Are funds available?
 - d. Is the training job related? If not, is it related to the applicant's career plan?
 - e. Does Training Unit already provide this training? Is the same quality training available elsewhere at a more reasonable cost?
 - f. Have others in the same unit attended this training?

- B. Order for Processing the Outside Training Request Packet
1. Applicant
 2. Immediate supervisor
 3. District/section/unit commander
 4. Bureau commander
 5. Training Unit
 6. Finance Management Section
 7. Asset Forfeiture Committee, if required
 8. Police Chief
 9. Finance Management Section
 10. Training Unit
 11. Applicant
- C. Process for Requesting to Attend Outside Training Programs
1. Applicant responsibilities
 - a. Anytime an employee voluntarily requests training and/or travel on City business, the employee will not receive any overtime compensation in excess of an eight-hour day, or a forty-hour work week during the training and/or travel.
 - b. Complete the 70T tab in the RMS Training/Travel Request module.
 - 1) If multiple personnel are requesting to attend the same training, include all personnel on the 70T.
 - c. Complete the 70S tab in the RMS Training/Travel Request module if the training involves a cost to the Department, reimbursable fees (i.e. lodging, meals, gas, parking fees etc.), an overnight stay, or travel on City business.
 - 1) A 70S is not needed for local travel if no reimbursement is required.
 - 2) List all expenses on the 70S. Items not listed may not be approved for reimbursement later.
 - 3) If the dates of training, travel, or costs change, complete a Form 17 explaining the reason for the change and submit it through the chain of command to Finance Management Section.
 - d. The applicant will route the completed request to their immediate supervisor. The request packet must include:

- 1) The Web address of the sponsoring training site with the Uniform Resource Locator (URL). The URL is the global address of documents and other resources on the World Wide Web (http or https).
 - 2) If applicable, estimates for airfare, lodging, per diem, and miscellaneous expenses such as baggage fees, ground transportation, mileage, books, etc.
 - 3) Submit requests as far in advance as possible. However, if the training date is less than six weeks away, personnel should request to expedite the process in the workflow comments.
- e. Training Unit will notify the applicant if the request was approved using a Disposition Notification message in RMS. If the request was disapproved the applicant will receive a Disposition Notification Form 17.
- 1) If the request is approved, the applicant may proceed with registration, training and travel arrangements (lodging, transportation, etc.)
 - a) The request will require additional approval from Finance Management Section if the cost increases by \$100.00 or more above the original submitted training request.
 - b) Additional information about prepayment or billing of certain expenses is stipulated in Administrative Regulation #13, Travel Outside of Cincinnati on City Business Requiring an Overnight Stay.
 - 2) If requested, Training Unit will register the applicant.
- f. After returning from the training, the applicant must complete the RMS Travel Expense module (71S).
- 1) The section "Expenses pre-paid by city" on the 71S refers to any expense paid by the city on behalf of the applicant or any dollar amount/check the city provided the applicant for payment. For example, airfare or registration fees pre-paid by the city (refer to the 70S for estimated dollar amount).
 - 2) **Print** a copy of the 71S, sign it, attach all receipts and submit through the chain of command.
 - 3) Route the 71S in RMS to Finance Management Section.
- g. Evaluation of Outside Training
- 1) Each attendee will complete the Course Evaluation tab no later than two weeks after returning to duty.
 - 2) Submit a hard copy of any certificate issued, containing the PA number (e.g. PA15-0001) on the back, to the Training Unit.

- a) Failure to complete and submit the Course Evaluation will result in the applicant receiving no credit for the training and disapproval of future training.
 - h. The Department employee may be required to prepare and submit a lesson plan on the subject(s) addressed in the training program. The employee may serve as an instructor on this topic to train other employees during recruit or in-service training.
2. Immediate supervisor responsibilities
- a. At the time the request is submitted, ensure the Training/Travel Request is complete.
 - b. Review, evaluate, and recommend approval or disapproval on the 70T using the criteria in Section A.1. of this procedure.
 - c. Route the request to the district/section/unit commander.
3. District/section/unit commander responsibilities
- a. Review, evaluate, and recommend approval or disapproval on the 70T using the criteria in Section A.1. of this procedure.
 - b. Route the request to the Bureau commander.
 - c. The district/section/unit commander will receive a Disposition Notification message in RMS if the applicant's request was approved. If the applicant's request was disapproved the district/section/unit commander will receive a copy of the applicant's Disposition Notification Form 17.
 - d. On approved requests, ensure the applicant follows the instructions for making the necessary arrangements and completing necessary paperwork.
4. Bureau commander responsibilities
- a. Review, evaluate, and recommend approval or disapproval on the 70T using the criteria in Section A.1. of this procedure.
 - 1) Route approved or disapproved training requests to Training Unit.
5. Training Unit responsibilities
- a. Ensure all returned forms are properly completed. Consolidate all training applications for the same training.
 - b. Review, evaluate, and recommend approval or disapproval on the 70T using the criteria established in Section A.1. of this procedure.
 - c. Route the request with the recommendation to Finance Management Section.

6. Finance Management Section responsibilities
 - a. Review the Training/Travel Request for accuracy.
 - b. Verify available funds.
 - 1) If asset forfeiture funds will be utilized, Finance Management will route the packet to the Asset Forfeiture Committee for review prior to forwarding to the Police Chief.
 - c. Forward to the Police Chief for approval.
 - 1) The completed packet will be returned to Finance Management Section regardless of approval status.
 - d. Obtain City Manager approval if required.
 - e. If approved, assign a travel number.
 - f. Notify Training Unit of approval or disapproval. Provide travel number if approved.
7. Training Unit will:
 - a. Send a Disposition Notification and Course Evaluation message to the applicant if the request is approved.
 - 1) Add a Disposition Notification message to the applicant's district/section/unit commander.
 - 2) The applicant is responsible for all travel arrangements.
 - 3) Route the approved Training/Travel Request to Finance Management Section for processing.
 - 4) Review the Course Evaluation submitted by the employee for the value of the program and the possible impact on future training programs.
 - b. Notify the applicant and the applicant's district/section/unit commander using a Disposition Notification Form 17 if the request is disapproved.
 - 1) Training Unit will route a copy of the disapproved request to Finance Management Section when necessary.

D. Advance for Expenses

1. An advance of funds will be permitted to cover expenses only in cases of extended stay (i.e., Southern Police Institute or FBI National Academy).
 - a. The traveler should complete the 70S tab detailing the estimated dollar amount for out-of-town travel and indicating the amount of the travel advance request.
2. The Police Chief must approve the travel advance request.

- a. If approved, Finance Management Section will prepare a Form 37S, Claim Voucher, requesting an advance in the name of the traveler for the amount of the travel advance. This is required at least 14 days before the scheduled trip.

E. College Attendance

1. The Police Department encourages college attendance.
 - a. No member may attend college while on duty.
 - 1) Personnel attending classes during scheduled work hours will use accumulated compensatory, holiday, or vacation time.
2. Tuition reimbursement
 - a. Each request is judged on the following criteria:
 - 1) Is the course related to current duties or an aid to promotion?
 - 2) Is the course part of a degree program?
 - a) Electives may be covered if they are part of a degree program.
 - 3) Is the school/institution accredited?
 - b. A Form 80, Application and Approval Form for Tuition Reimbursement, must be filed with the City Human Resources Department before the course start date.
 - 1) The employee must complete Part 1 of the Form 80 and submit the request to the Training and Development Section Commander for completion of Part 2.
 - 2) The Training and Development Section Commander will determine whether the institution is accredited and verify the courses meet contract and City Human Resources policy and procedure criteria.
 - 3) The Training and Development Section Commander will forward the approved Form 80 to Finance Management Section for verification of the reimbursable amount. Disapproved forms will be returned to the submitting officer.
 - a) The submitting officer may elect to re-submit the disapproved request form to the City Human Resources Director for additional review and completion of Part 3.
 - 4) Finance Management Section will verify the reimbursable amount and forward the Form 80 to the Police Chief for signature.
 - 5) Upon approval by the Police Chief, the Form 80 is returned to Finance Management Section.

- 6) Finance Management Section will forward the Form 80 to the City Human Resources Department for final approval.
 - a) Once approved or disapproved by City Human Resources Department, Finance Management Section will send a copy of the form to the submitting officer.
- 7) After completing the course work, employees who have been approved for reimbursement must submit copies of paid receipts for the courses and grade transcripts to Finance Management Section within 30 days after the academic session ends.
 - a) If the approved class is not taken or completed, the employee must notify Finance Management Section within 30 days of termination.
- 8) If funding is provided in the General Fund Budget, civilian personnel may request tuition reimbursement per the terms and conditions of their respective contracts and the provisions of the City Human Resources policy and procedure for completed work at an accredited educational institution based on the following:
 - a) 100% tuition reimbursement for grade of "A".
 - b) 80% tuition reimbursement for grade of "B".
 - c) 60% tuition reimbursement for grade of "C".
 - d) 80% tuition reimbursement for grade of pass in a pass/fail course.
 - e) 0% tuition reimbursement for grade of fail in a pass/fail course.
- 9) Tuition reimbursement for sworn personnel
 - a) To be eligible to participate in the tuition reimbursement benefit, sworn police officers must meet the conditions set forth in Section 3.4 of the Human Resources Policies and Procedures.
 - b) Reimbursement for up to six (6) credit hours per academic session is based on the following:
 - 1] 100% tuition reimbursement for grade of "A".
 - 2] 80% tuition reimbursement for grade of "B".
 - 3] 60% tuition reimbursement for grade of "C".
 - 4] 80% tuition reimbursement for grade of pass in a pass/fail course.
 - 5] 0% tuition reimbursement for grade of fail in a pass/fail course.

- c) Plus or minus grades have no effect on the reimbursement received by the employee.
- 10) Finance Management Section will process the receipt and grade transcript for reimbursement.
- a) Reimbursements will appear on the employee's payroll check once entered and processed by Finance Management Section. These payments will be coded so that reimbursements will not be taxed.
- 11) Finance Management Section will provide, as requested, reports to the City Human Resources Director with a listing of individuals receiving tuition reimbursement and the courses taken.