



CONCORD POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

TRAINING FROM SOURCES EXTERNAL TO THE DEPARTMENT

GENERAL ORDER: 03.09

CREATED: December 1, 2000

ISSUE DATE: July 6, 2010

ACTION: Reformatting of general order published July 6, 2010

EFFECTIVE DATE: July 6, 2010

03.09.0 **PURPOSE**

The purpose of this General Order is to establish policies and procedures for training outside the Department.

03.09.1 **ASSIGNMENT**

- A. Selection and assignment of personnel to attend external training is subject to approval of the Support Services Division.
- B. Selection of personnel will be coordinated with the regular supervisor of the assigned employee.

03.09.2 **EVALUATION REPORTS**

- A. Employees attending outside training classes may submit to the Support Services Captain a written evaluation of the training received within ten (10) working days. Evaluation reports will be based on the type, length, and contents of the course, whether or not other personnel have previously attended, and the present need of the Department.
- B. Evaluation reports should include overall evaluation of the program, including the scope, depth, and the quality of the material covered, the quality and effectiveness of the instructors, and the appropriateness of the texts.
- C. Evaluation reports should include the anticipated benefits to the employee and the effect the training will have on job performance.
- D. Evaluation reports should make recommendations as to the benefits other employees may receive from the training.
- E. Evaluation reports should make recommendations for including the material in departmental training.
- F. Evaluation reports should include recommendations for altering departmental policies or practices to reflect new methods or procedures gained from materials and/or instructions for consideration.

03.09.3 **EXPENSE**

- A. Expenses paid by the city in connection with the outside training programs are limited to:
1. Employee's salary during attendance, but no traveling to and from the training (schedule adjustment should be used to avoid overtime due to training). To avoid any misunderstanding, a completed "City of Concord Payroll Form" shall be completed and signed by the employee's supervisor, submitted to the Office of Chief of Police, and reviewed by the Executive Assistant to the Chief before incurring any travel/training time or expenses;
 2. Transportation to and from the training site;
 3. Tuition, tests, and other school materials required by the training and not provided by the school. Employees must notify the Training and Standards Division in writing of any approved training that requires the department to purchase materials for said training. This notification must be submitted a minimum of 10 days prior to the beginning of approved training;
 4. Lodging, meals, and other required expenses within the current city expense policies when receipts are provided for these expenses.
- B. Each student incurring expenses during an outside training program must submit a "Travel Expense Report" within three working days after returning to regular duty. This report should be forwarded to the Executive Assistant to the Chief of Police.

03.09.4 **ATTENDANCE**

When employees are enrolled in classes, 100 percent attendance is required unless the employee has prior approval from the Support Services Division.

03.09.5 **FAILURE TO COMPLETE TRAINING WITH A SATISFACTORY SCORE**

- A. When enrolled in a training class in which the City of Concord is responsible for expenses, each employee is expected to complete the training class with a satisfactory score.
- B. In training classes attended in which employees failed to complete the class with a satisfactory score, the following will apply:
1. When an employee requests the opportunity to retake a training class, the employee must make the request in writing, which is to be forwarded to the training section.
 2. The employee who fails to complete a training class with a satisfactory score shall:
 - a. Use time off or vacation to re-attend at the convenience of the Department;
 - b. Secure re-enrollment through the training section.

- C. Because of the nature of the Radar Field Examination, it is exempt from the above and employee(s) will be given on-duty time to retake the test.

03.09.6 **TUITION REIMBURSEMENT**

Tuition reimbursement consistent with current city policy may be requested by submitting a memo to the training section. Approval of tuition reimbursement is dependent upon the availability of departmental funds.



Gary J. Gacek
Chief of Police