

FORT MYERS POLICE DEPARTMENT GENERAL ORDER 8.3

TITLE: Attending College

INDEXING: Attending College Classes

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CONTENTS

This general order contains the following numbered sections:

- I. Definitions
- II. Procedures

PURPOSE

The purpose of this order is to establish guidelines and to outline procedures for attending college.

SCOPE

These procedures shall apply to all Fort Myers Police Department personnel.

POLICY

The department encourages all personnel to further their education by attending college courses. However, the department must also ensure the continued efficiency and effectiveness of police services and that the needs of citizens are met. The Chief of Police shall manage according to whatever reasonable controls deemed necessary to regulate the number of on-duty work hours attended by an employee who is pursuing a post-secondary education. **(CALEA 33.8.4b,c)**

SECTION I: DEFINITIONS

Probation: The probationary period is defined by the appropriate collective bargaining agreement for non-exempt employees. The probationary period for exempt employees is outlined by the City of Fort Myers Human Resources policy HR. **3.02.**

SECTION II: PROCEDURES

- A. All employees who attend college during normal work hours, or who submit for reimbursement for courses attended, shall adhere to the following procedures:
 - 1. Employees desiring to attend college as part of their normal workweek shall have successfully completed their probationary period. Exceptions may be granted to employees on probation if deemed necessary and in the best interests of the agency. Employees who attend college or specialized training off-duty are exempt from this rule.
 - 2. Prior to the beginning of each semester, employees shall submit a College Request Form via email to the Fiscal Assistant and their supervisor. An email notification will be sent when the request has been received and approved to attend the courses requested.

3. The maximum time any employee may attend college classes on-duty shall not exceed more than (4) hours per day, or (8) hours per workweek. If the same course is offered at a time that would be "off-duty" the employee shall choose that class.
4. Officers attending college while on duty will inform the Communications Division of their location, and also provide either a cell phone number or other telephone number in case of an emergency, or if they need to be contacted.
5. The needs of the agency and the citizens always take precedence over training. However, in order to establish a fair and equitable system, any denial to an employee from attending courses due to manpower concerns must be reviewed and approved by a Shift Commander or designee.
6. Furthermore, to ensure adequate supervision at all times, if there are only two supervisors on duty, neither are allowed to attend college during their normal workday.
7. Employees are responsible for maintaining their college schedules. Should the employee's schedule change during a college semester, the employee must get approval to attend the course by the new supervisor, if applicable. The department is not liable for any reimbursement, if the employee is denied.
8. Time spent attending college classes shall not be computed as part of a normal 40-hour workweek.
9. Employees who attend college during their normal workday shall make up all time that was spent in class. This time shall be made by either reporting for duty early or remaining on duty to make up that time spent in class. Any class make-up time may be scheduled at the discretion of a supervisor based upon the needs of the department.
10. Prior to purchasing textbooks, a College Book Request form shall be completed and submitted to the Fiscal Manager's office. An email notification will be sent if the textbooks are available in the department library. If the books are not available, the employee will be notified that the textbooks must be purchased.
11. To ensure reimbursement, a Tuition Reimbursement form shall be completed. College tuition and textbook receipts along with final grades must be attached and submitted to their immediate supervisor prior to the end of the following semester.

REFERENCES:

[IUPA Collective Bargaining Agreement](#)
[IUPAT Collective Bargaining Agreement](#)
[City of Fort Myers H.R. 3.02](#)

APPROVED:**[ELECTRONIC SIGNATURE ON FILE]****12/25/2024**

Jason Fields, Chief of Police
Fort Myers Police Department

Date