

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	Reference Number TRA-002
	Subject Training Requests –In-Service Training	
	Special Instructions Replaces TRA-002 dated January 15, 2015	Effective Date July 6, 2018

I. PURPOSE

Establish guidelines for requesting and processing of specialized in-service training not currently conducted by the Department.

II. POLICY

Training requests shall be considered relative to time, available personnel and funding on a participating employee’s expected performance improvement and/or increased expertise and/or the introduction of new information to the Department.

III. PROCEDURE

A. Training Requests.

Shall be submitted for all training not currently covered by SOP (e.g., firearms, DT’s, first-aid, etc.) and must meet the following requirements:

1. All training shall have specific identifiable objectives which support current policies and procedures.
2. Employees may make inquiries of the Training Division for known training programs or to research any requested training programs.
3. All training requests and required documents must be submitted electronically, through channels, with the appropriate District or Division Commander’s approval. Paper training requests and hard copies of required documents will not be accepted without prior approval of the Training Division Commander.
4. Requests to attend **in-state** training shall be received by the Training Division at least 30 days prior to the start of training. Requests to attend **out-of-state** training shall be received at least 45 days prior to the start of training. Late requests without adequate justification may be denied.

B. Fiscal Division responsibilities.

1. Prepare appropriate requests to obtain funds to support future Department training.
2. Advise the Training Division when information is needed for the timely submission of specific requests for schools/seminars to be included in the training grant applications.

3. Prepare the necessary grant applications and inform the appropriate Division on the status of such funds and other grant-related administrative matters.

C. Training Division responsibilities.

1. Coordinate matters concerning training needs with all Commanders to professionally develop personnel and identify relevant and timely training solutions.

2. Make recommendations to the Superintendent for schools or seminars based on well-documented training needs, available funds, department priorities and submission deadlines.

3. Complete all registration procedures.

Note: In some instances, the unit attending the training must complete the registration due to the type of information required.

4. Arrange for lodging and travel.

5. Send training orders to the attending personnel and their Commander.

6. Maintain all documentation and records for the training and travel in Acadis.

7. Maintain agency-wide training attendance records in Acadis. The records shall be entered into Acadis by instructors or Training Division staff.

D. Training programs shall be developed from information and need revealed by:

2. Staff reports and/or meetings;

3. Consultation with field personnel and field observation;

4. Training Evaluation Memorandums;

5. Internal investigation reports;

6. Direction from the Superintendent or member of the Primary Staff; and/or

7. Any other source(s) of information that reveals training needs.

E. Commander responsibilities.

1. Identify local training needs and coordinate a plan of action with the Training Division to accomplish needed objectives;

2. Annually audit subordinates' training records per SOP TRA-019.

3. Ensure training requests are properly completed and contain all required information; and

4. Are forwarded through channels within the required timelines.

F. Student responsibilities.

1. Department personnel attending training shall exert a maximum effort to gain as much knowledge as possible during training. Upon completion of the training, the student shall ensure the training has been documented in their training record in Acadis within 10 working days of the completion of the training. If the training is not in Acadis in the training log on the person record of the employee, contact the Training Division for clarification.
 2. The Commander of the Training Division may request a training evaluation memorandum be completed and submitted to provide an assessment or feedback for a training session attended. Students attending training may also voluntarily submit evaluation memos to the Training Division Commander to provide information that may be of assistance to the Training Division in planning for future training needs and/or assessments. These evaluations will be maintained in the training records in Acadis.
 3. After requesting and being granted permission from the Training Division Commander and the student's Commander for a change in training orders, it is the responsibility of the student to make any necessary hotel, training registration, rental car or other necessary travel cancellations or adjustments. Once changes are made, all information shall be forwarded to the Training Division Commander.
 3. Students shall submit all receipts for housing, rental cars and any other authorized travel expenses incurred during training to the Fiscal Division in compliance with FIS-003 (even if the cost is direct billed).
- G. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures