



TRAINING APPROVALS, ATTENDANCE, REIMBURSEMENT & DOCUMENTATION

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I. PURPOSE

This directive establishes in-house procedures for attendance of external training programs and for obtaining funding for that training.

II. EXTERNAL TRAINING ATTENDANCE

A. It is the responsibility of each member of the department to ensure that required or approved external training programs are attended. If a member is unable to attend a training session due to illness, emergency, or scheduling conflict, he/she will notify the Training Academy and their own commanding officer as soon as possible. The Training Academy Administrative Sergeant or designee may excuse the member and will: 1) ensure that required training is rescheduled, or 2) ensure that another member has an opportunity to attend non-required approved training programs that have been paid for.

B. The Training Academy will document and file successful completion of training programs by all officers, and will ensure that formal recognition is issued as appropriate.

III. REQUESTING EXTERNAL TRAINING

Members should submit their training request through inter-office correspondence via the chain of command, providing the specific information listed below.

- A. Travel Costs – Will the member use a county vehicle or commercial transportation? Estimated cost.
- B. Lodging – Estimated cost.
- C. Meals – Estimated cost.
- D. Registration Fees – Vendor's full name, address, phone number and federal identification number. The federal identification number is required to make payment to the vendor.
- E. Materials for Course – List the cost of all books and other training material, if applicable

All requests for external training must be approved through the chain of command as indicated in Section IV.

IV. APPROVAL OF EXTERNAL TRAINING

A. In-State Travel, Including Washington D.C.

Approval by each member's Bureau Commander prior to attending the program is required. This approval should be sought at least 30 business days in advance of any deadlines so the requirement of Section V can be met. All requests for external training will be submitted through the proper chain of command. After receiving the Bureau Commander's approval, it is the responsibility of the requesting person to forward all pertinent documents, including completed registration forms, to the Management and Planning Section for processing and payment.

B. Out-of-State Travel

Approval by the Chief of Police is required for any external training outside the state of Maryland. This approval should be sought at least 35 business days in advance of any deadlines so the requirements of Section V can be met. Upon approval, the Chief's Office will forward the request to the Anne Arundel County Chief Administrative Officer for out-of-state travel authorization. The Chief's Office will be notified of approval or denial of the travel request and will return to the member a response to the training request. It is the responsibility of the requesting person to forward all pertinent documents, including completed registration forms, to the Management and Planning Section for processing and payment.

V. PAYMENT OR REIMBURSEMENT OF EXTERNAL TRAINING EXPENSES

Any member assigned to attend a training program outside of Anne Arundel County may be reimbursed for reasonable expenses, depending on funding availability. Reasonable expenses include travel costs, lodging, meals, tips, registration fees, books and training material. Registration payments are normally made directly to the conference or seminar's sponsor via the County's financial system. If the member wishes to handle payment of registration personally, then a check can be obtained from the Office of Finance and provided to the member.

Requests for payment of all costs associated with authorized training seminars and conferences must be made far in advance of any due date in order for the Management and Planning Section to obtain a check for payment. Typically, the Management and Planning Section must have all pertinent completed documents 20 business days prior to the due date. Less than this number of business days may result in affected members having to make payments themselves, with reimbursements being made after completion of the training.

VI. EXPENSE REIMBURSEMENT STATEMENTS

The Expense Reimbursement Statement is the method that Anne Arundel County government uses to account for cash related personal expenditures. If you received advanced monies or if you spend your own money, you must use this form. This form and full instructions on completing it can be obtained from the Management & Planning Section.

VII. DOCUMENTATION OF EXTERNAL TRAINING

A. Notifications

The commanding officer of any member authorized to attend external training will notify the Personnel Section of the affected member's name, course description/title, dates, and location.

B. Personnel Section

The Personnel Section Manager will issue a personnel order upon receipt of a commanding officer's notification of any authorized external training, with distribution to include the Training Academy, Management & Planning Section, the affected member, and their commanding officer.

C. Officer

Sworn officers who receive external training are required to forward a copy of any certification received and/or proof of class attendance to the Training Academy Commander. The documentation should provide the course title or description, training received, date of completion, grade (if applicable), and any skills learned or certificates received.

VIII. PROPONENT UNIT: Training Academy & Management & Planning Section.

IX. CANCELLATION: This directive cancels Index Code 809, dated 03-30-94.