

GENERAL ORDER, OPERATIONS, NUMBER 27
APRIL 3, 2001
WATERLOO POLICE DEPARTMENT

A. SUBJECT:

Specialized Travel/Training

B. PURPOSE:

To establish a policy to afford specialized professional training to all Department personnel on a fair and equitable basis.

C. POLICY:

In addition to routine, In-Service training sessions, the Waterloo Police Department may authorize personnel that are assigned tasks requiring specific expertise, to attend special training events in order to maintain certifications and proficiency, enhance occupational skills, heighten professional awareness, and provide instructor development.

The Department recognizes that such special training events may be considered either mandatory or non-mandatory.

1. Definitions

- a. Mandatory Specialized Training – Indicates the special training event is required. The employee shall be authorized to attend the training in lieu of working their regular duty assignment. The employee shall be reimbursed for meals, lodging, registration, and transportation expenses while attending such training. The employee shall be reimbursed at a straight time rate, not to exceed eight hours during any one day, while either attending or traveling to and from the training conference on personal time.
- b. Non-Mandatory Specialized Training – Indicates the special training event is not required. The employee may be authorized to attend a Specialized Training event and may incur some or all of the expense associated with the training and travel.

D. PROCEDURE:

1. Specialized Training Requests

- a. Employees shall submit Specialized Training requests, in typewritten memorandum form, to the Waterloo Police Training Unit. The Specialized Training request should be accompanied with a brochure or advertisement and the memorandum should reflect the need for the training, indicate the topic of instruction, date, time, and location of the training.
- b. Upon receipt of the training request, the Training Unit will attach the request to a work sheet routing form, which will be forwarded to the employee's respective Watch and Division Commander for evaluation and to the Chief of Police for either approval or denial.
- c. If the training request is approved by the Chief of Police, the Training Unit will initiate a formal training request routed to the Chief of Police and Mayor, for final authorization.

2. Mandatory – Required Specialized Training

- a. If the approved Specialized Training Request is considered mandatory, the employee(s) attending the training event shall be afforded the training and travel provisions as defined in Paragraph C., Policy, section 1.,a., Mandatory Specialized Training.
- b. The Formal Training Request Form signed by the Mayor and Chief of Police, will specify all authorized expenses associated with the Specialized Training. A copy of the Formal Training Request Form will be provided to the employee prior to departure to the training.

3. Non-Mandatory – Specialized Training

- a. Specialized Training requests deemed non-mandatory, as outlined in Paragraph C., Policy, section 1.,b., but having merit to justify attendance, are considered optional. Upon approval by the Chief of Police, employee(s) authorized to attend such training may be afforded some limited consideration by providing the employee with partial time off to attend, partial financial

assistance to offset expenses, or partial reimbursement of personal time.

- b. The Formal Training Request Form, signed by the Mayor and Chief of Police, will specify all authorized expenses associated with the Non-Mandatory Specialized Training. A copy of the Formal Training Request Form will be provided to the employee prior to departure to the training.

BY ORDER OF:

Thomas J. Jennings
Chief of Police