

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE August 9, 2011	NUMBER 1102.1
SUBJECT Reimbursement for Training & Education Related Travel		
REVISED August 9, 2011		
REFERENCE SCLEA 2 nd Edition 8.2	AMENDS/SUPERSEDES 1102	
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A. Purpose

To provide guidelines for allowing reimbursement to members of the City of Anderson Police Department who attend training sessions inside and/or outside the City of Anderson Police Department's service area.

B. Policy

With documented prior approval from the Chief of Police and in accordance with this general order, the City of Anderson Police Department will reimburse members of the City of Anderson Police Department who attend training in or outside the department's service area. Also reference General Order 1101.1.

C. Procedures

1. Reimbursement may be paid for approved training programs outside the City of Anderson, after documented approval from the Chief of Police.
2. Travel reimbursement is dependent upon successful completion of the training course.
3. If pre-approved, normal costs may include:
 - a. Mileage (if department vehicle is not used),
 - b. Meals,

- c. Lodging, and
 - d. Registration and other fees, books, and materials.
4. **In order to receive a travel reimbursement, a travel and expense request form must be turned in to the Chief of Police and approved prior to attending the training session and/or accruing any expenses.** The normal form for this request is the *Training Approval Request Form (APD-1101)*.
- a. The travel and expenses request should be included with the initial request for training which is submitted as per General Order 1101.1, on the proper form. See General Order 1101.1 for substituting email and/or a hard copy memo.
5. The City of Anderson Police Department member must submit the receipt for lodging and any other requested travel documentation or receipts to the Captain of Support Services or his/her designee within ten working days after the completion of the training in order to be eligible for reimbursement.
- a. If the member received an advance, the member must submit documentation covering the advanced expenses within 3 business days of returning to work.
 - b. If the member attends department-funded training as defined in General Order 1101.1, within three business days of returning to work, the member must submit a copy of the training certificate to the Training Coordinator. If the training institution did not provide a certificate, objective documentation which verifies that the member successfully completed the training session must be turned in to the Training Coordinator.
6. Duty Status of Officers Attending Training
- a. The duty status of officers attending training shall be determined in advance between the officer and the department. Generally, the following guidelines will be followed:
 - (1) **Mandatory Training:** Training programs which are required for the efficient operation of the police department and/or are a condition of employment. All such training shall generally be on-duty hours, with the work schedule adjusted to permit scheduling personnel to attend on work hours.
 - (2) **Recommended Training:** Training courses for which officers may apply, which offer a direct benefit to the City of Anderson Police Department and the officer. Officers who apply and who are approved to attend such training may attend on duty hours, when approved by the Chief of Police. Any such recommended training must have all details of duty status and expenses agreed to by both the

officer and the department prior to such training being approved. Officers who attend such training without an agreement in advance shall do so on their own time and at their own cost.

- (3) **Optional Training:** Training that is of some benefit or of an indirect benefit to the department. In these cases, the department may pay for the tuition and reasonable expenses, when the Chief of Police and the member agree to this in advance. If agreed to in advance, the Chief of Police may allow this training time to constitute duty hours. Members who attend such training without an agreement in advance shall do so on their own time and at their own cost.
- (4) **Additional Training and Travel Policies:** Please refer to the City of Anderson Personnel Policy and Procedure Manual for additional city policies regarding education and training. Also refer to the City of Anderson travel policy.

7. Training to Constitute Work Week

- a. Officers who choose to attend or who are selected to attend department-approved training courses which are scheduled as five 8-hour work days (40 hours) at various training facilities will be considered as fulfilling their work week, even if the department or the affected member is employed in a capacity which works a period in excess of 40 hours per week in accordance with FLSA.
 - (1) No overtime will be paid or additional days off scheduled for officers attending such training. Officers who are attending courses of less than 5 days per week will be credited with eight (8) hours of work for each full day of attendance at training.
- b. If a member attends approved training during off-duty time, the member will be eligible for Compensatory time. See the General Order regarding Comp Time, etc.
- c. Travel time will be compensated by crediting officers with on-duty hours for travel, prior to or after the scheduled programs, when attending training outside the City of Anderson.

8. Changing Off Days & Shifts

- a. The immediate supervisor of officers who are scheduled to attend training may change an officer's off days within any work week or the off days of any other officers under his control within any week to permit training which has been approved. Off days cannot be moved from one pay period to another. All such schedule changes must keep the maximum number of regular work-hours per pay period in mind. For example, as of February 2007 the maximum number of regular work-hours per pay period is 80 but that figure

is subject to change. If the figure fluctuates, this part of this general order automatically refers to the new figure.

9. Basic Recruit Training Programs

- a. Expenses for training, if any, at the Academy shall be paid by the City of Anderson Police Department.
- b. The City of Anderson Police Department assumes all normal liabilities of its employees being trained at the Academy.

By order of:


Martin D. Brown, Chief of Police

8-9-2011
Date