



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



260.01 TRAVEL/TRAINING REQUESTS 04-06-06

PURPOSE

The purpose of this order is to establish procedures for facilitating travel and providing ongoing training for employees.

POLICY

It shall be the policy of the Sacramento Police Department to provide training for employees that improves the skills, knowledge, and abilities of employees and benefits the Department.

PROCEDURE

A. DEFINITIONS

1. TRAINING - An activity which directly results in the improved skills, knowledge, and abilities of the individual employee, and thus can be considered beneficial to the Department as a whole. Training shall be defined by the following activities:
 - a. Formal courses, seminars, or conferences of an educational or skill improvement nature, whether sponsored and instructed internally, or conducted by another organization or educational institution, and irrespective of the geographic location of the event.
 - b. Surveys of other law enforcement agencies which involve an expense to the City for lodging or travel, excluding costs related to the use of a City vehicle.
2. TRAVEL - The movement of an employee to a location outside Sacramento County and West Sacramento on official business, including training.

B. GENERAL GUIDELINES

1. Employees shall not sustain personal financial loss for reasonable and necessary costs as the result of representing the City.
2. The City will not reimburse any expense associated with travel without prior Department approval.
3. All travel or training, regardless of cost or duration, shall be submitted on a [Travel and Training Request \(SPD 430\)](#) and forwarded through the employee's chain of command to the Fiscal Section.
4. All commercial travel shall be booked by the Travel Coordinator in the Fiscal Section.
 - a. Deviations from arrangements made by the Travel Coordinator must be coordinated with the Travel Coordinator and pre-approved by the appropriate Office Chief or designee. Without prior approval, employees may be responsible for all costs associated with the change in travel arrangements.
 - b. Employees shall contact the Travel Coordinator before the travel/training dates to cancel existing reservations as necessary.
5. SPD 430s shall be submitted as early as possible and at least twenty (20) working days before departure.
6. Under normal circumstances, a travel advance will be available before the start of the trip.
7. Employees shall submit travel receipts to the Travel Coordinator within five (5) working days of completion of the trip. Reimbursement requests not returned within this time limit may not be honored. Receipts shall be submitted and, unless prepaid by the City, are required for lodging, registration, transportation (car rental, taxi, shuttle bus to and from airport), and other related expenses. Receipts are not required for meal expenses.
8. Employees who fail to return travel advances in excess of claimed expenses within the above time limit may be subject to disciplinary action.
9. Travel for transportation of prisoners shall be subject to the same requirements.
10. Allowable travel expenses include:
 - a. meals.
 - b. standard lodging.

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- c. registration.
 - d. essential Internet connection.
 - e. taxi or shuttle (to and from airport).
 - f. other related travel expenses may be reimbursed with appropriate receipts. With prior approval, transportation by personal vehicle shall be reimbursed at current rate per mile, not to exceed the current airfare if air travel is available to the location.
11. Only the registration fee shall be reimbursed when a training course or seminar is conducted within the Sacramento County and West Sacramento area.
12. Expenses for trips under \$100 shall be reimbursed from the Petty Cash Fund on submission of an SPD 430 and receipts to the Travel Coordinator.

C. TRAINING

1. Training Requests
- a. Employees shall submit all training requests to their immediate supervisor on an SPD 430, accompanied by all available information regarding the travel/training. Incomplete requests will be returned to the employee.
 - b. Upon receiving the supervisor's verbal approval, the employee shall make initial contact with the training agency/business to reserve a space for the course.
 - c. After approval/denial, the Office Chief shall forward the form to the Travel Coordinator (all requests, whether approved or denied, must be forwarded to the Fiscal Section).
 - d. The Travel Coordinator shall complete the fiscal portion of the SPD 430 with estimated costs and forward a copy to the requesting employee's Office Budget Coordinator and the Training Section, Office of Technical Services.
 - e. If the request was approved, the Fiscal Section shall send a copy of the approved SPD 430 with a [Course Evaluation Form \(SPD 72\)](#) to the requesting employee. If the request was denied, only the SPD 430 shall be forwarded to the employee.
 - f. The Fiscal Section shall prepare the 2.273 (POST Reimbursement Form) when applicable.
 - g. When applicable, the employee shall give the POST form 2.273 to the instructor at the beginning of the training period.
 - h. In-house training sponsored by the City of Sacramento also requires completion of an approved SPD 430 with an approved "Individual Training Nomination Form" attached.
2. Upon completion of the training assignment, the employee shall submit:
- a. an SPD 72, through the chain of command, to the Training Section certifying completion.
 - b. copies of any certificates or diplomas received to the Training Section.
3. Group Training Programs
- a. All group training programs shall originate with the Training Section (e.g. Basic Recruit, Advanced Officer Courses, etc.).
 - b. These forms shall be routed to the Travel Coordinator for cost estimates before submission.
 - c. A single SPD 430 form with an attached list of all attendees may be used when the course offered is within the Sacramento County and West Sacramento area and involves only materials and registration fees.
4. The Training Section shall:
- a. compile a monthly and annual summary of department training activities.
 - b. comply with all statistical reporting requirements as mandated by other governmental agencies.
 - c. maintain a record of employees' training assignments.

D. TRAVEL

- 1. An SPD 430 shall be used to initiate the request.
- 2. Overnight travel requests for outside the Sacramento County and West Sacramento on official business shall be approved by an office chief or designee.
- 3. After approval, the office chief shall forward the form to the Travel Coordinator.
- 4. Emergency Travel Arrangements

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- a. Employees having to initiate travel out of town during hours the Fiscal Section is not staffed may make their own travel arrangements, with approval by an office chief or designee.
 - b. An SPD 430 and a City Travel Request (form 22) shall be completed within five (5) working days after return.
 - c. Under normal circumstances, employees shall be reimbursed only for travel expenses allowable in this policy, with required receipts. Exceptions must be approved by the employee's division captain/manager.
5. Travel to Outside Agencies
- a. Employees visiting other agencies on authorized travel shall:
 - (1) obtain an SPD 72 from the Training Section.
 - (2) complete the reverse of SPD 72, "Outside Agency Feedback Report" regarding unique, or innovative procedures or programs of the other agency.
 - (3) submit the form, through the chain of command, to their office chief.
 - b. Office chiefs shall:
 - (1) report programs and procedures of interest to the Chief of Police.
 - (2) forward the report to the Captain, Personnel Services Division (PSD).
 - c. The Captain, PSD, shall:
 - (1) coordinate research into identified programs as deemed appropriate, or as directed.
 - (2) route the SPD 72 to the Training Section for filing.
6. Refer to [GO 240.01 \(Court Appearance\)](#), Section M., regarding travel outside of the Sacramento County and West Sacramento area for court testimony.