

“Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods.”

ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE

1706.13, TRAINING

EFFECTIVE DATE:	8/2/2023
RESCINDS:	P&P 1706.12
DISTRIBUTION GROUP:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	PROFESSIONAL STANDARDS DIVISION COMMANDER
ACCREDITATION STANDARDS:	N/A
RELATED LAWS:	N/A
RELATED POLICIES:	City Policy 2400.3 , Fla. Stat. 938.15
CHIEF OF POLICE:	ERIC D. SMITH

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1. PURPOSE

This policy establishes procedures for requesting approval to attend training.

2. POLICY

This policy is in compliance with [City Policy 2400.3](#), “Travel Expense Policy”. Refer to [City Policy 2400.3](#) for further travel policy details not outlined in this policy.

3. DEFINITIONS

N/A

4. PROCEDURES

4.1 ASSIGNMENT OF RESPONSIBILITIES

4.1.1 PROFESSIONAL STANDARDS DIVISION COMMANDER

The Professional Standards Division Commander has the overall responsibility for administration of the Department's training programs.

4.1.2 TRAINING COORDINATOR

The Training Coordinator is assigned to the Training Unit. The Training Coordinator is responsible for facilitating employees' participation in CJIS-sponsored training programs. The Training Coordinator is responsible for providing career guidance to officers who choose to participate in the Career Development Program. The Training Coordinator is also responsible for updating electronic personnel training history files, and for retaining mandatory training documents for a period of four years.

4.1.3 EMPLOYEES

Employees are responsible for submitting an electronic copy of all training course, conference, and seminar certificates of attendance to the Training Coordinator for inclusion in their individual electronic training history files. The Training Coordinator will then forward the certificate copy to City Hall for placement in the employee's personnel file.

Occasionally, a department-wide email will announce the Department's intention to select a limited number of participants for a particular training session. In those instances, the Chief's Staff shall select the attendees and have final approval authority of the applications regardless of cost involved.

4.2 ROUTING OF TRAINING APPLICATIONS

4.2.1 STANDARD TRAINING OFFERED BY CRIMINAL JUSTICE INSTITUTE

Applicants may indicate interest in attending a course offered through the Criminal Justice Institute (CJI) by signing up via PowerDMS. A Training Application (Attachment A) must be completed and submitted via an email attachment to the employee's supervisor and manager for approval. The application shall then be forwarded to the Training Coordinator, who will coordinate registration with CJI. If there are sufficient seats in the course to accommodate all applicants, the Training Coordinator shall enroll them and notify them of their acceptance. The applicant shall confirm their acceptance, via email, and copy their supervisor. If there are more applicants than positions available, the Training Coordinator will select the attendees.

4.2.2 SPECIALIZED TRAINING AND INSTRUCTOR COURSES

For certain specialized courses (Field Training Officer, K-9, Mounted, School Resource Officer, Motorcycle Operator, Police Mountain Bike, etc.) and all instructor courses (Firearms, Defensive Tactics, Vehicle Ops, etc.), a Training Application must be completed, and submitted via an email attachment for approval via their chain of command, up to their Bureau Commander. The application shall then be forwarded to the Training Coordinator, who will coordinate registration with CJI. The Training Coordinator will ensure that enrollments are made and provide a list of applicants to the course instructor or training lieutenant. Once they make the selection, the applicants will be notified.

Any applicant who is reported absent without notice by the Criminal Justice Institute at Valencia and has not notified the Training Coordinator of withdrawal from the course will fall to the bottom of the list for selection to attend future classes. The applicant's supervisor will be notified in writing of the non-attendance.

4.3 TRAINING

4.3.1 TRAINING INVOLVING COSTS OVER \$300

If the application is for a course involving any cost the applicant must adhere to City Policy "Travel Expense Policy". The applicant must create a Spend Authorization in Workday. The applicant must also complete the Travel Expense Worksheet (Attachment B) and upload it to their Workday Spend Authorization along with their course information (brochure, etc.). They must also provide information about the training (location, cost, dates, etc.) in

their Spend Authorization. This Spend Authorization will automatically be submitted for approval, via the chain of command, in Workday. It is the applicant's responsibility to follow up on their approval status via Workday. Once approved, the applicant will contact the fiscal management section, fiscal specialist, to make training and/or travel arrangements.

4.3.2 TRAINING INVOLVING COSTS \$300 OR LESS

Please refer to [City of Orlando Policy 2400.3, "Travel Expense Policy"](#). OPD Fiscal will require a memo (Attachment D), from the employee's Chain of Command through their Division Commander, approving the \$300 or less training expense, in order for payment of training expense to be made by a city credit card or check. A hardcopy must be provided to OPD Fiscal.

4.3.3 TRAINING WITH NO COST

For all no cost courses within Orange County (Refer to Section 4.2.2 for Specialized/Instructor Courses), the employee shall complete and attach a Training Application and route it for approval via email, up to their Lieutenant/Manager. Once it has been approved, the Lieutenant/Manager shall forward the Training Application to the Training Coordinator.

For all courses with no cost outside of Orange County, the employee shall complete and attach a Training Application and route it via email, for approval via their chain of command, up to their Bureau Commander.

4.3.4 GRANT-FUNDED TRAINING

If the training involves any costs the Grants and Management Analyst or the Police Planning Administrator must be notified prior to travel/training to ensure allowability as most grant-funded travel requires pre-approval from the grantor. Once approved by the Grants and Management Analyst or the Police Planning Administrator, the applicant will follow the previous instructions on attending training involving costs.

4.3.5 LETF/FAST FUNDED TRAINING

If the application is for a course, conference, or seminar involving registration fees or any travel-related costs that will be paid through the use of LETF/FAST funds, the LETF/FAST funds request must be completed in accordance with OPD policy Law Enforcement/Federal Asset Sharing Trust Funds. Once the use of LETF/FAST funds is approved, via chain of command, then a spend authorization shall be submitted in Workday. The approved FAST/LETF Memo and Travel Expense Worksheet must also be submitted with the spend authorization in Workday. Once approved in Workday, the applicant will contact the fiscal management section, fiscal specialist to make training and/or travel arrangements.

4.3.6 CRIMINAL JUSTICE EDUCATION FOR LOCAL GOVERNMENT

Per section [938.15, Fla. Stat.](#), the City of Orlando collects an additional \$2 from each person that is found guilty (convicted or adjudication withheld) for a violation of a state penal or criminal statute, or any violation of a municipal ordinance. The money collected may only be spent on criminal justice education degree programs and training courses. Prior to the expenditure of such funds, the Department must approve the training course on a form provided by the Criminal Justice Standards and Training Commission.

Each member who seeks to use money collected as part of [Fla. Stat. 938.15](#) to attend a training MUST fill out CJSTC Form 24 (Attachment C) and submit it in Workday through their chain of command for approval from the Fiscal Manager. Only courses that are directly related to the member's function within the Department and that will provide a benefit to the Department will be approved.

5. FORMS AND APPENDICES

Appendix A-Training Enrollment and Approval Chart

ATTACHMENT A-Training Application

ATTACHMENT B-Travel Expense Worksheet

ATTACHMENT C-CJSTC Form 24

ATTACHMENT D-Memo for Credit Card Use