



City of Racine Police Department  
**Policy and Procedure**

**Number: 216**

Subject: <b>Training Requests for Schools and Conferences</b>		
Date Issued: <b>8-1-80</b>	Date Revised: <b>01-26-2017</b>	Revision Number: <b>8</b>

## POLICY

The Department recognizes that officers' training is vital to our mission and the overall development of our personnel. As a result, current management practices will be used to determine the training needs for the Department, and at times for individual officers. It is our policy to process each training request in an efficient and cost-effective manner so the Department's resources are used properly. Only under extenuating circumstances, i.e. compelling Department need, dual assignments, or other extenuating circumstances, will any person attend more than two (2) outside schools, seminars, or training sessions in any eight (8) month period.

## PROCEDURE

Requests to attend seminars, schools, or training sessions, shall be submitted at least thirty (30) days prior to the start of the program according to the following guidelines:

NOTE: Training requests that are not received by the Training Unit in a timely manner or with required documentation will be denied.

## MEMBER

1. Submit a completed Training Request Form (PP190), including the following information:
  - a. Subject matter of the training
  - b. How this training is related to your assignment
  - c. Available documents for the program
2. It is the responsibility of the submitting member to:
  - a. Check their availability prior to applying for a training opportunity
  - b. Clearly indicate travel, lodging, trip car, and per diem requests.
3. Forward the request to your immediate supervisor.
4. Once the Training Unit assigns a member to attend a training school, the member, his or her supervisor, or Commander cannot alter the training assignment without the approval of the Training Unit.
5. Within fifteen (15) days of completion of the training, complete the Racine Police Department Training Critique in Phoenix. This can be found under the "My Home" tab. Select "My Training" and then "My Training History".
  - a. Failure to complete the electronic critique within fifteen (15) days shall result in the denial of future training requests.
  - b. Submit a copy of any certificate of training or completion of training (for your training file) to the Training Clerk.

## SUPERVISOR

1. Review the Training Request Form, make an endorsement for approval or denial, and write a recommendation approving or denying the Training Request based on:
  - a. How the member's attendance at this school will benefit the member in their current position and in future anticipated assignment(s).

- b. Whether sending this person to school would create an undue hardship on the shift/unit assigned for the duration of his or her absence.

### **SHIFT/UNIT COMMANDER**

1. Review the Training Request Form, making your endorsement for approval or denial. Your recommendation should be based on:
  - a. Any other relevant information that you possess to determine the benefit to the member, your Unit/Shift, or the Department.
  - b. Whether sending this person to school would create an undue hardship on the shift/unit assigned for the duration of his or her absence.
2. Approve or deny the request and forward to the Training Unit.
3. A Shift/Unit Commander may send any training request to their division commander for review including questionable or out of state schools.
4. If the school requested is related to the member's assignment in a specialized unit (Peer Support, SWAT, CNT, etc.) forward the request to that unit's commander.
5. If it is not for a school related to the member's assignment in a specialized unit:
  - a. Endorse that the training is related to the member's current assignment.
  - b. Determine whether this request for training is or is not comparable to other recent training attended by the member.

### **DIVISION COMMANDER**

1. Upon receipt of a Training Request from a Shift/Unit Commander, approve or deny the request and forward to the Training Unit. Forward any request for out of state training to the Chief of Police with your recommendation.

### **SPECIAL TEAMS COMMANDER**

When a member's application for training related to their position on your special team is forwarded to you by the Division Commander:

1. Review the school information and provide the appropriate recommendation for approval or denial based on the value of the school to the team.
2. The recommendation should include whether this training is comparable to other training attended by this member or others in the unit.
3. Approve or deny the request and forward it to the training unit.

### **TRAINING UNIT PERSONNEL**

1. Review any Training Request forwarded to you by the Shift/Unit Commanders.
  - a. If approved and a cost summary is not required, process the request.
  - b. If a cost summary is required before approval can be granted, compile the necessary information and return it to the Chief of Police for his or her approval.
2. When the Training Request is approved:
  - a. Assign SPTR # (if not already done).
  - b. Enter the training in the Phoenix Training Module.
  - c. Make necessary arrangements for registration, travel, lodging and per diem (as requested and permitted).
    - 1) Per diem and trip car provided for training locations more than 15 miles from the Department.
    - 2) Lodging provided for training locations 50 miles or more from the Department.
    - 3) An airline flight will be provided based upon the location of the training, travel time, and lodging costs. The Training Unit will evaluate airfare when drive time is 8 or more hours.
  - d. Make arrangements for tuition, per diem, lodging, or travel.

3. When a Training Request Form is denied, ensure that timely notice is returned to the affected member through his or her chain of command as soon as possible.

#### **CHIEF OF POLICE**

When presented with a Training Request Form for review, approve or deny the Training Request and return it to the Training Unit with the necessary guidance.

#### **RELATED PROCEDURES**

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