



## Newport News Police Department - Administrative Manual

### ADM-390 – TRAVEL/TRAINING REQUESTS

Amends/Supersedes: ADM-390 (03/27/2019)

Date of Issue: 11/27/2019

#### I. GENERAL

- A. Employees shall submit requests to attend training classes, schools, seminars, etc., through their chain of command.
- B. Training requests will be reviewed to evaluate the need and necessity of the training.
- C. The Department shall maintain accurate training records for all personnel. The Training Section is responsible for these records. Records relating to specific travel arrangements/costs are maintained by Fiscal Services Section. [33.1.6]

#### II. PROCEDURE

The following items apply to requested training/travel:

##### A. Air Travel Required

1. The person making the request will give estimated line item expense amounts (NNPD Form #179, NNVA Hub).
2. The Travel Coordinator will make the arrangements based on researched travel expenses and any proposed itinerary provided by the employee.
  - a. The employee will provide their date of birth, and their name as it appears on the identification (ID) being used for ID verification.

##### B. Lodging/Accommodations, Per Diem

1. *Geographic Indicator for Lodging/Per Diem:* Over 75 miles from 11700 Jefferson Avenue, Newport News, Virginia based on the zip code of the training (not the zip code of the lodging, if different). (SEE City PAM #1405 "Travel and Meeting Expense Policy" for per diem.)
2. Lodging Required - When the travel/training requires overnight accommodations:
  - a. Employees of the rank of sergeant (or the non-sworn equivalent) and below, of the same sex, will share accommodation, if all agree to the arrangement.
  - b. Employees of any supervisory rank, and the same sex, may choose to share accommodations.
  - c. Lodging meeting the City's geographic indicator is eligible for expense repayment from the City. Exceptions to this must be approved in advance through the employee's chain of command to their Bureau Commander.

3. Travel or training not requiring overnight stay, or equal to or under ( $\leq$ ), a 75-mile radius (150-mile round trip) from 11700 Jefferson Avenue, will not have per diem expense(s) reimbursed.

C. Travel Training Request Form (NNPD #179, NNVA Hub)

1. The Travel Training Request Form (NNPD #179) is to be completed on all training requests unless exempted.
2. Training requests of less than, or equal to, \$1500 may be approved by sending the request through the employee's chain of command to that employee's Bureau Commander (travels over \$1500 will be reviewed for final approval by the Chief of Police).
3. The following are exempt from the necessity of submitting a Travel Training Request (NNPD Form #179):
  - a. In-house training:
    - 1) In-services (intranet registration);
    - 2) Retreats;
    - 3) NNPD free-hosted training;
  - b. Free City-hosted training;
  - c. Other free training within Newport News.
  - d. Free training,  $\leq$  75 miles from 11700 Jefferson Avenue, as follows:
    - 1) Requires no overnight accommodations; and
    - 2) Has no associated costs (i.e. parking, tolls, study materials, etc.).
4. When the training is free, is  $\leq$  a 75-mile radius from 11700 Jefferson Avenue, requires no overnight accommodations, and has no associated cost to the City (to include tolls, parking, study materials, etc.), the employee may self-register (with supervisor approval), and send an email request through their chain of command for final approval by their division commander.

III. SPECIALIZED TRAINING, AFTER TRAINING CONCLUSION

A. Specialized Training - Training funds expenditures may be requested by Bureau/Precinct/Division Commanders for specialized training.

1. The Training Form (NNPD Form #179) shall be completed and submitted for approval with all relevant supporting information.
2. The Travel Coordinator will determine the actual cost.

B. Specialized Training Attendance

1. A request for specialized training outside the agency may be submitted when the training has not been offered or announced by the Department. Such a request must include background information about the type of training to be received and how it will benefit both the employee and the Department based on the employee's assignment. This

information can be in the form of: a brochure, pamphlet, or advertisement of the instruction; a class outline or syllabus; or a written description by the employee making the request. The training may not conflict with standards and philosophies of the Department.

2. Prior to attending specialized training sessions outside the Department, or "Train the Trainer" courses, personnel will receive notification that they shall submit an outline and summary of course content (to include copies of related handout material).

### C. Post-Training Requirements

1. Personnel shall submit the following paperwork within five working days of course completion for any schools attended or training received: [33.1.6]
  - a. Training Section: The report on the completed training shall contain:
    - 1) Course title;
    - 2) Dates of attendance;
    - 3) Location of training;
    - 4) Course/training sponsor;
    - 5) Copy of certificate or diploma;
    - 6) Copy of course curriculum; and
    - 7) DCJS Form CC-12, if applicable.
  - b. Travel Coordinator: Any training expenses incurred will be reconciled within the specified timeframe to include:
    - 1) Any travel expense receipts required; and/or
    - 2) Any use of a P-Card during the training.
2. The Training Section will include the training data provided in the employee's training record. [33.1.6]
3. Police employees attending specialized training will submit a letter evaluating the training received, an outline and a summary of course content. The packet shall be forwarded to the Training Section Commander no more than fifteen (15) days from the conclusion of the training.
4. Police employees may be eligible to receive in-service credit for a college or university course or program completed towards a degree. The request will be forwarded through the employee's chain of command for approval by the Support Bureau Assistant Chief. [33.5.1]
  - a. The employee must submit the request to the Training Section within 5 days of course completion.
  - b. The employee must pass the course with a "C" grade or better (or successful completion of a "pass/fail" course).
  - c. The employee must have the course/program's professor/instructor complete DCJS Form CC-2 (available from Training Section prior to going to training) to verify that the employee met the requirements for contact hours attended for the class.
  - d. The Support Bureau Assistant Chief will complete DCJS Form CC-1 and forward it to the Department of Criminal Justice for request approval.

#### IV. TRAVEL (OTHER THAN TRAINING)

For non-training related travel (i.e. business meetings, investigations, regional operations, etc.) personnel will email their immediate supervisor prior to leaving the City. Personnel will adhere to all requirements set out by City PAM #1405 "Travel and Meeting Expense Policy".

- A. A Travel Request Form (NNPD #179) will be completed in cases when the travel requires overnight accommodations or City funding.

Steven R. Drew  
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