


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "REQUEST FOR TRAINING / TRAVEL "	ORDER NUMBER: 70-05
		PLEAC STANDARD: NONE	PAGE 1 OF 2
ISSUE DATE: 12/24/2018	EFFECTIVE DATE: 3/23/2007	REVIEW MONTH: OCTOBER	RESCINDS: NONE
			REVIEW DATE: 10/15/2020

1.0 POLICY OR PURPOSE

1.1 To outline the process by which requests for training and / or travel shall be submitted.

2.0 PROCEDURE FOR REQUEST OF ALL TRAVEL / TRAINING

- 2.1 Before an Officer may request to attend training outside the Pittsburgh Bureau of Police (other than mandatory recertification training), the Officer must be current on their mandatory Municipal Police Officers' Training and Education Commission (MPOETC) in-service training.
- 2.2 All training and travel requests must be submitted via the online "Training / Travel Request" form, which can be found on the Virtual Read Board, under the "PBP Training" tab.
- 2.3 When possible, requests for approval and / or reimbursement for training must be made at least thirty (30) but no more than one hundred twenty (120) days prior to the starting date of the training or seminar.
 - 2.3.1 If there is sufficient reasoning to request further in advance than one hundred twenty (120) days (i.e. early registration discounts, registration deadlines, etc.), the Officer must explain in detail in the request narrative.
- 2.4 Officers requesting training should electronically attach a complete brochure outlining the specific of the training being requested. Once completed (and brochure or material is attached), the Officer will select the supervisor at the next level for approval. The selected supervisor will then receive an e-mail notification to approve the form. It is imperative for all personnel to check their e-mail daily for alerts. A reference guide is available on the Virtual Read Board.

3.0 PROCEDURE FOR REQUEST OF TRAINING DAYS ONLY

- 3.1 The commanding officer shall make the initial determination as to the relevance to the Officer's assignment and career development. The Officer will receive electronic notification as to whether the request has been approved or disapproved. If the request is for training days only, and is approved by the commanding officer, it shall then be electronically approved and forwarded to the following:
 - 3.1.1 The requesting Officer's Assistant Chief
 - 3.1.2 The Training Academy
 - 3.1.3 Personnel and Finance
- 3.2 It shall be the responsibility of the commanding officer to ensure that any approved use of training days is contingent upon no personnel shortages being created that would result in overtime.

4.0 PROCEDURE FOR REQUEST OF TRAINING DAYS WITH PARTIAL / FULL REIMBURSEMENT

- 4.1 The commanding officer shall make an initial determination as to the relevance to the officer's assignment. If the request is approved by the commanding officer, it will then be electronically forwarded and approved in the following manner:
 - 4.1.1 To the Assistant Chief of the requesting Officer's branch

- 4.1.2 To the Director of the Training Academy who will determine whether the requested training conflicts with existing training priorities or options, or, if the training is, or could be, available in a more economical manner
- 4.1.3 To the Department Business Administrator, who will determine if funds are available for the approval of training
- 4.1.4 To the Chief of Staff, for review and approval
- 4.1.5 To the Budget Office, for final approval.
- 4.2 It shall be the responsibility of the commanding officer to ensure that any approved use of training days is contingent upon no personnel shortages being created that would result in overtime.
- 4.3 For any reimbursement requested, the requesting Officer shall be responsible for assuming all costs in advance. For this reason, the requesting Officer shall make no registration, travel or lodging arrangements until final approval has been given by the Budget Office, to guarantee that the requesting Officer is entitled to reimbursement for expenses.
- 4.4 For any reimbursement requested, the Officer shall be responsible for the collection of all receipts associated with the training. This includes receipts for registration, travel, meals, gas, tolls, and all other expenses.
- 4.4.1 Meal expenses will be reimbursed for training / travel of a member of the Bureau of Police, and receipts must 4 be submitted for food. The maximum per diem amount that may be reimbursed for meal expenses may not exceed thirty five dollars (\$35.00) per day.
- 4.4.2 Under no circumstances will meal expenses be given for local travel.

5.0 COMPLETION OF TRAINING

- 5.1 Within five (5) working days of completion of the training, the Officer shall submit a memo through the chain of command, to the Assistant Chief of Administration, along with a copy of the training certificate(s), requesting placement of the certificate(s) in their files at Personnel and the Training Academy.
- 5.1.1 The Officer shall also submit a copy of the training certificate(s) to the zone / duty location commanding officer.
- 5.2 Upon completion of training, the Officer may be requested to give a 10-15 minute presentation to the Command Staff that will outline the following:
- 5.2.1 The topics that were covered in the training
- 5.2.2 A summary of what was learned from the training
- 5.2.3 Whether the training would be worthwhile for other Officers to attend.
- 5.3 Upon completion of training in which reimbursement is requested, all receipts must be submitted to Personnel and Finance. The reimbursement will be distributed by the Controller's Office, only after all receipts for travel, as requested, and proof of attendance are received by Personnel and Finance. If the reimbursement request is higher than originally approved, the request must be resubmitted to the Budget Officer for approval.

Approved by:



Scott Schubert
Chief of Police