

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 3
RE-ISSUE DATE: 12/24/2018	EFFECTIVE DATE: 3/23/2007	ANNUAL REVIEW DATE: OCTOBER	RESCINDS: ALL PREVIOUS	AMENDS: NONE

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/or 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 and/or travel must be made at least thirty (30) but no more than one hundred twenty (120) days prior to the starting date of the training, travel, or seminar.
 - 2.3.1 If there is sufficient reasoning to request training and/or travel further in advance than one hundred twenty (120) days (i.e. early registration discounts, registration deadlines, etc...), the officer must provide a detailed explanation in the request narrative.
- 2.4 Officers requesting training and/or travel should electronically attach a complete brochure outlining the specifics of the training and/or travel 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 these 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 of the requested training to the officer's current assignment and potential for 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 as follows:
 - 3.1.1 To the requesting officer's Assistant Chief.
 - 3.1.2 To the Training Academy.
 - 3.1.3 To 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 AND/OR TRAVEL DAYS WITH PARTIAL/FULL REIMBURSEMENT

- 4.1 The commanding officer shall make an initial determination as to the relevance of the requested training and/or travel to the officer's current assignment and potential for career development. 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 member'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, to determine if funds are available for the approval of the training and/or travel request.
 - 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 and/or travel 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 member shall make no registration, travel or lodging arrangements until final approval has been given by the Budget Office to guarantee that the requesting member 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 and/or travel request. 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 be submitted for food. The maximum per diem amount that may be reimbursed for meal expenses may not exceed \$35.00 per day.
 - 4.4.2 Under no circumstances shall food expenses be reimbursed for local travel.

5.0 COMPLETION OF TRAINING AND/OR TRAVEL

- 5.1 Within five (5) working days upon completion of training, the officer shall complete PBP Form #54.0, "Special Report" through their chain of command to the Department Business Administrator at Police Personnel and Finance and to the Director of the Training Academy, along with a copy of the training certificate(s), requesting placement of the certificate(s) into their files at Police Personnel and Finance 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 What topics were covered in the training.
 - 5.2.2 What was learned from the training.
 - 5.2.3 Whether the training would be worthwhile for other members to attend.

5.3 Upon completion of training and/or travel for which reimbursement is requested, all receipts must be submitted to Police Personnel and Finance within 45 days. *Any requests for reimbursement of authorized expenses submitted beyond the 45 day submission period will be denied.* Reimbursements will be distributed by the Controller's Office only after all receipts for travel and proof of attendance are received by Police Personnel and Finance. If the reimbursement request is higher than originally approved, the request must be resubmitted to the Budget Office for approval.

Approved by:



Scott Schubert
Chief of Police