



Newport News Police Department - Administrative Manual

ADM-390 – TRAVEL/TRAINING REQUESTS

Amends/Supersedes: ADM-390 (02/26/2018)

Date of Issue: 03/27/2019

I. GENERAL

- A. Employees shall submit requests to attend training classes, schools, seminars, etc., through their chain of command to the Support Services Division.
- B. Training requests will be reviewed to evaluate the need and necessity of the training. Additionally, the following items apply to any training requested:
 1. When the travel or training requires air travel, the person making the request will give estimated line item expense amounts as set out on NNPd Form #179. The Travel Coordinator will make the arrangements based on researched travel expenses and any proposed itinerary provided by the employee.
 2. When the travel or 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 more than 75 miles from 11700 Jefferson Avenue 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.

NOTE: Reference to 11700 Jefferson Avenue refers to the Newport News, VA address.

3. The Travel Training Request Form (NNPD #179) is to be completed on all training requests except in-house (i.e. Intranet registration, in-services, retreats, NNPd hosted training) or City hosted training.
4. 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).
5. Travel or training not requiring overnight stay, or equal to or under, a 75 mile radius (150 miles round trip) from 11700 Jefferson Avenue, will not have per diem expense(s) reimbursed. For travel over 75 miles, per diem amounts are based on the zip code of the training (not the zip code of the hotel, if different). Employees will follow the City Personnel Administrative Manual (PAM) #1405 "Travel and Meeting Expense Policy" regarding per diem.
6. When the training is free, equal to or under 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 the request through their chain of command for final approval by their bureau commander.

7. When the training or travel requires a flight, the employee will provide their date of birth, and their name as it appears on the identification (ID) being used for identity verification.
- C. The Department shall maintain accurate training records for all personnel. The Training Academy is responsible for these records. Records relating to the travel arrangements/costs are maintained by the Fiscal Services Section. [33.1.6]

II. PROCEDURE

A. 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 (Section II.C.1).
2. The Travel Coordinator will determine the actual cost

B. Training Reports

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 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.

C. Attendance of Specialized Training

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 Police 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). The outline and summary will be submitted to the Training Section Commander no more than 15 days from the conclusion of the training.
3. A letter will be submitted evaluating the training received, and shall be forwarded to the Training Section Commander.

D. Non-Training Related Travel

For non-training related travel (i.e. business meetings, investigations, regional operations, etc.) personnel will notify 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”.

1. A Travel Request Form (NNPD #179) will be completed in cases when the travel requires overnight accommodations or City funding.
2. When City funding and/or overnight accommodations are not required, personnel will:
 - a. Notify their immediate supervisor when the non-training related travel requires leaving the city, and travel is equal to, or less than, 75 miles from 11700 Jefferson Ave., and is within the state.
 - b. Submit an email request to their immediate supervisor, or designee, when the travel is over 75 miles from 11700 Jefferson Ave. (in, or out, of the state) specifying: when the travel will take place; the destination address; the reason for the travel; who is going; the transportation mode; and anticipated return time .

Steven R. Drew
Chief of Police