

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 09/09/2020	<b>Supersedes Policy Dated:</b> 01/23/2020	<b>Rescinds:</b>	<b>SOG Number:</b>
<b>Accreditation Index:</b> 1.1.2, 4.3.3, 33.1.5, 33.1.6, 33.4.1, 33.4.2, 33.4.3, 33.5.1, 33.8.2			<b>412.1</b>
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Training	
<b>Chief of Police:</b>			

## Training Function

### I Policy

Training has been cited as one of the most important responsibilities in any law enforcement agency. The Training Section of the Springfield Police Department is responsible for developing and administering the various training programs within the Department. The Training Section is committed to providing valuable and appropriate training programs in the academy and continuing education courses so the Department personnel may deliver quality police service to the community. The Training Section is responsible for notifying employees of various outside training opportunities that are available. The Training Section is also a State certified Police Academy. With this certification, the Academy is responsible for providing basic training to pre-service individuals and continuing education training to area law enforcement agency personnel.

### II Definitions

**DPS** – The Missouri Department of Public Safety

**Generalist Instructor** – An instructor who is certified by the DPS to instruct any POST-approved Academy course that does not require a third-party license.

**On-the-Job Training** – Informal, documented training and orientation, often conducted by a supervisor, designed to introduce a new employee or transferred employee to the functions of the office, new tasks and basic job skills necessary to perform in a special section.

**POST** – The Peace Officers Standards and Training Program, which regulates peace officer training in the State of Missouri.

## **SOG 412.1**

Training Function

Effective Date: 09/09/2020

**Specialist Instructor** – An instructor who is certified by the DPS to instruct specific POST-approved Academy courses.

**Specialized Training** – Training to enhance skills, knowledge, and abilities taught in programs which may address supervisory, management, executive development training, technical functions, and job-specific subjects such as homicide investigation, juvenile investigation, and crime scene processing.

### **III Procedure**

#### **1 TRAINING ADMINISTRATION**

1.1 Training Advisory Board - DPS requires that each academy have a Training Advisory Board.

1.1.1 The board shall meet with the Training Section Commander at least once each year.

1.1.2 Minutes of these meetings shall be maintained by the Training Section.

1.1.3 In addition to the State requirements, this board will also serve as an advisory committee on all aspects of training for Department employees.

1.1.4 This committee will report to the Training Section Commander.

1.1.5 It is the responsibility of the Training Section Commander to report any recommendations from this committee to the Support Services Commander.

1.1.6 The membership of this committee consists of, at a minimum, the following department personnel:

1.1.6(a) One Major or Captain;

1.1.6(b) One Lieutenant;

1.1.6(c) One Sergeant;

1.1.6(d) One Corporal;

1.1.6(e) Two Police Officers;

1.1.6(f) All Training Unit staff;

1.1.6(g) Two non-sworn personnel;

1.1.6(h) Any other Department member who wishes to serve on the committee.

1.1.6(h.1) A maximum of 10 other members may serve on the committee at any one time.

1.1.7 Members of this committee shall be selected from a pool of volunteers.

1.1.7(a) If there are no volunteers from a particular rank, the Training Section Commander will solicit from that rank an employee who would be willing to serve.

1.1.7(b) Members will remain on this committee as long as they have an interest in serving.

1.1.7(c) If a vacancy occurs, the Training Section Commander will notify personnel

## **SOG 412.1**

### Training Function

Effective Date: 09/09/2020

of the same rank or position of the vacancy to determine if there will be any volunteers.

- 1.1.7(d) The Training Section Commander will survey the members every two years to determine if they wish to remain on the committee.

#### 1.2 Training Attendance Requirements

- 1.2.1 In order for an employee to receive credit for a continuing education training course, that employee must attend 100% of the class (DPS 11CSR75-15.020).
- 1.2.2 Each recruit in the academy must attend 95% of the class in order to satisfactorily complete the course (DPS 11 CSR 75-14.050(7A)).
- 1.2.3 If an employee misses a portion of the class, that employee may make up the class by either attending at another time (continuing education classes only) or working with the instructor one-on-one to make up any missed instruction.

#### 1.3 Lesson Plans

- 1.3.1 Each class in the academy or in the continuing education curriculum must be taught from an approved lesson plan.
- 1.3.2 Every lesson plan must be on file in the Training Section to be available for DPS audits and review.
- 1.3.3 When an instructor is notified they will be instructing a class, it is that instructor's responsibility to develop a complete lesson plan which meets the requirements of DPS.
- 1.3.4 At least thirty (30) days prior to teaching a class, the instructor shall provide the Training Section with an electronic copy of the lesson plan to be used. In order for the Training Section to be in compliance with the DPS, each lesson plan must include the following:
  - 1.3.4(a) Cover Sheet which contains:
    - 1.3.4(a.1) Agency name and address;
    - 1.3.4(a.2) Name of topic;
    - 1.3.4(a.3) Number of hours to be covered (if skill development, "hours may vary");
    - 1.3.4(a.4) Methods of presentation;
    - 1.3.4(a.5) Necessary equipment;
    - 1.3.4(a.6) Core curricula area(s);
    - 1.3.4(a.7) Approval signature and date.
    - 1.3.4(a.8) Continuing Education lesson plans have additional requirements to include evaluation plan, attendance policy, and "Approved Provider".
  - 1.3.4(b) Course Description and Objectives (student handout is required);
    - 1.3.4(b.1) Overview of the subject allowing the student to act on information to be provided.

## **SOG 412.1**

Training Function

Effective Date: 09/09/2020

- 1.3.4(b.2) Assist in identifying specific learning variables.
- 1.3.4(c) Body
- 1.3.4(d) Examination Questions (if required)
  - 1.3.4(d.1) DPS recommends a minimum of two questions per objective.
  - 1.3.4(d.2) These questions need to be multiple choice or true/false questions.
- 1.3.4(e) Bibliography and Source Document
  - 1.3.4(e.1) This information is necessary to document what references were used to develop the lesson plan.
- 1.3.4(f) Instructor Record (filed with continuing education lesson plan by year of instruction).
- 1.3.4(g) Certificate (if applicable)
- 1.3.5 The objectives for the class must be cross-referenced on the objective sheet and within the body of the lesson plan. This can be accomplished by indicating beside each objective the Section of the lesson plan and the page number where the objective is covered in the body. In the body of the lesson plan, this can be accomplished by indicating in the right hand margin which objective (#1, #3, etc.) was covered in that Section of the lesson plan.
  - 1.3.5(a) Examples:
    - 1. The student will be able to identify, without the use of notes, the four characteristics of a domestic violence batterer. II.B.2
    - II.B.2. The batterer in a domestic violence situation will generally show four characteristics. Those characteristics are:
      - Objective #1
- 1.3.6 The Training Section is required to advise DPS personnel which lesson plans have been revised since the last DPS audit. This will be completed by DPS auditors looking for the POST stamp placed on the objective in the body of the lesson plan.
- 1.3.7 Revised lesson plans for DPS required classes other than policy, law updates, new techniques, etc., will have to be approved by DPS prior to it being used in an academy class. This is especially true when new objectives increase or decrease hours of instruction.
- 1.3.8 Each lesson plan must be approved by the Training Section Commander prior to the class being taught. The approval process ensures the lesson plan is complete, it contains all of the necessary elements and it will meet all of DPS audit requirements.
- 1.3.9 Police Academy lesson plans are kept in a location designated by the Training Section Commander. The "Master" file is always locked and these lesson plans are only to be removed in case a copy has to be made or if the lesson plan has been updated and the old plan needs to be replaced with the completed and approved new plan. The "Master" Lesson plans are not to be removed for any other reason. This will ensure that a copy is always available for DPS audit.

## **SOG 412.1**

Training Function

Effective Date: 09/09/2020

- 1.3.10 Instructors must follow the approved lesson plan when instructing. Any changes in the plan must be presented to the Training Section Commander at least thirty (30) days prior to the class for review and approval.
- 1.3.11 Lesson Plan Development – The instructor who will be teaching a particular course is responsible for the development of a complete lesson plan. The Training Section staff will assist any instructor in this process by supplying:
  - 1.3.11(a) Technical assistance or guidance on proper format and development.
  - 1.3.11(b) Necessary equipment and supplies for training aids, handouts, etc.
  - 1.3.11(c) Proper equipment to allow the instructor to adequately present the class, such as audio/visual equipment, classroom, props, etc.
- 1.3.12 When a lesson plan is updated, no longer used or purged from the curriculum, it must be kept on file for 75 years. When the plan is archived, the date it is archived must be written on the cover sheet or digital storage medium. The lesson plan will be filed in the archived lesson plan file located in the Training Section Facility.
- 1.3.13 See Attachment 1 for an example of SPD/ POST document formatting for continuing education lesson plans and Attachment 2 for an example of SPD/POST document formatting for academy lesson plans.
- 1.4 Each employee is expected to perform at minimal standards during academy and continuing education courses. (CALEA 33.1.5)
  - 1.4.1 If, at any time, an employee does not perform at these standards, the instructor documents that performance and the employee's supervisor is notified.
  - 1.4.2 The employee is then given the opportunity for remedial training to bring the performance level up to an acceptable level. This remedial training should be offered as soon as practical.
    - 1.4.2(a) The results of remedial training will be forwarded to the employee's supervisor and to the Training Section Commander and placed in the employees permanent training records.
  - 1.4.3 If the employee does not attend nor improve their performance, then the employee's immediate supervisor will proceed with appropriate disciplinary action according to SOG 103.8 – Administration of Discipline.
  - 1.4.4 When appropriate, the Inspections and Internal Affairs Unit will be notified of the employee's performance.
- 1.5 Training records are vital to the police organization to document employee training. Two types of records are maintained by the Training Section, academy and continuing education, both of which will be maintained in accordance to DPS regulations. (CALEA 33.1.6)
  - 1.5.1 At the completion of an academy, the administrative assistant will enter those records into the appropriate files.
  - 1.5.2 All continuing education courses will be documented by the completion of the Training Activity Report form (TAR).
    - 1.5.2(a) If an employee attends a training program that was not presented by the

## **SOG 412.1**

Training Function

Effective Date: 09/09/2020

Training Section, that employee is responsible for the completion of the TAR.

- 1.5.3 The Training Section will file all completed TARs to document each class that has been presented. This documentation will include:
  - 1.5.3(a) Course name;
  - 1.5.3(b) Names of attendees;
  - 1.5.3(c) Results of performance evaluation;
  - 1.5.3(d) Date of course.

## **2 RECRUIT OFFICER TRAINING**

- 2.1 A newly hired recruit officer will not be placed into a position where the recruit has a likelihood of having to take any type of official police action until after that recruit has graduated from the police academy and has been sworn in by the City Clerk of Springfield. (CALEA 33.4.1)
- 2.2 During the first day of academy training, each recruit will receive an orientation packet for the Academy and the City. Included in this orientation packet will be the Academy's rules and regulations, physical fitness requirements, course schedule, and academic requirements. (CALEA 33.4.2 (c))
- 2.3 The basic academy's curriculum is based on the following: (CALEA 33.4.2 (a))
  - 2.3.1 Tasks of the most frequent assignments for new officers.
  - 2.3.2 DPS requirements for peace officer certification
  - 2.3.3 Departmental needs recommended by the Training Section and approved by Command Staff.
- 2.4 Lateral recruit academy (CALEA 33.4.2 (a))
  - 2.4.1 A lateral recruit officer must already be POST Class A certified prior to being hired.
  - 2.4.2 The lateral recruit academy will focus on Department policy, defensive tactics, report writing, computer system, and municipal ordinances.
- 2.5 The recruits will be evaluated in the academy by a variety of means to measure their competency of the required skills, knowledge and abilities. These evaluations may include but are not limited to written exams, practical exams, role-playing exercises and situational exercises. (CALEA 33.4.2 (b))
  - 2.5.1 Prior to graduation or being sworn in as a peace officer, police recruits must pass the Missouri Department of Public Safety Peace Officers Standards and Training certifying examination.
    - 2.5.1(a) In the event a police recruit fails the initial testing, that recruit will not receive peace officer certification until such time as they have satisfactorily passed the certifying examination.
      - 2.5.1(a.1) With approval of the Chief of Police, the recruit may be assigned duties in the department that do not require peace officer status to perform.

## **SOG 412.1**

### Training Function

Effective Date: 09/09/2020

- 2.5.1(a.2) Fees or other costs associated with retaking the POST certification examination will be the responsibility of the affected recruit.
- 2.5.1(a.3) Upon successful passage of the subsequent testing, the recruit officer shall contact the Office of the City Clerk to be sworn in as a police officer.
  - 2.5.1(a.3.1) With approval of the Chief of Police, the recruit officer may begin the Field Training Program.
- 2.5.1(a.4) Upon failing the POST certifying examination the third time, the recruit officer shall be subject to dismissal from City employment on the grounds of inability to perform the essential functions of the job.

## 2.6 Field Training Program

- 2.6.1 The goal of the Springfield Police Department's Field Training Program is to produce fully trained, competent, and qualified police officers.
- 2.6.2 The Field Training Program is a continuation of the academy training that the probationary officer has received.
- 2.6.3 The probationary officer's training is not completed until they have satisfactorily completed the Field Training Program.
- 2.6.4 The Chain of Command for the Field Training Program is as follows: (CALEA 33.4.3(c))
  - 2.6.4(a) Chief of Police
  - 2.6.4(b) Investigations and Support Services Bureau Commander
  - 2.6.4(c) Support Services Division Commander
  - 2.6.4(d) Field Training Program Commander – Training Lieutenant
  - 2.6.4(e) Field Training Program Coordinator – Training Sergeant (CALEA 33.4.3(d))
  - 2.6.4(f) Field Training Officer's Sergeant
  - 2.6.4(g) Field Training Officer
  - 2.6.4(h) Probationary Officer
- 2.6.5 The standard Field Training Program will be 13 weeks in duration and consist of four separate phases. (CALEA 33.1.5 and 33.4.3(a))
  - 2.6.5(a) A three-week extension is available if needed for additional training and experience, upon approval of the Chief of Police.
  - 2.6.5(b) The maximum amount of time that can be spent in the Recruit Field Training Program is 16 weeks.
- 2.6.6 The Lateral Hire Field Training Program will be six weeks in duration and will consist of two separate phases. (CALEA 33.1.5 and 33.4.3(a))
  - 2.6.6(a) Extension are available if needed for additional training and experience upon approval of the Chief of Police.

## **SOG 412.1**

### Training Function

Effective Date: 09/09/2020

#### 2.6.7 Field Training Officers (FTOs)

##### 2.6.7(a) Selection Process (CALEA 33.4.3(b))

- 2.6.7(a.1) The selection process may include, but is not limited to, an interview, a review of the officer's demeanor report, and a review of the officer's most recent annual evaluation.
- 2.6.7(a.2) Interested officers shall submit an IDC to their immediate supervisor requesting consideration and stating their qualifications. This IDC will then be forwarded up their chain of command for comments and recommendations. The Bureau Commander shall forward the IDC to the FTO Commander.
- 2.6.7(a.3) The FTO Commander and the ISSB Commander will screen the requests and set up interviews for those approved to continue in the process. The FTO interview board shall consist of the FTO Commander, FTO Coordinator and a UOB Commander or Sergeant.
- 2.6.7(a.4) Upon completion of the interview process, an eligibility list shall be presented to the Chief of Police that contains new and active FTOs.

##### 2.6.7(b) Training (CALEA 33.4.3(e))

- 2.6.7(b.1) Each new FTO must satisfactorily complete a 40-hour basic Field Training Officer course.
- 2.6.7(b.2) Each active FTO must complete an annual 10-hour refresher/update course prior to being assigned a Probationary Officer.

##### 2.6.7(c) Responsibilities

##### 2.6.7(c.1) The probationary officer will be assigned a Primary FTO.

- 2.6.7(c.1.1) The Primary FTO will be the probationary officer's supervisor during Phase 1 and Phase 4 of the Field Training Program. For Lateral Hire probationary officers, the Primary FTO will be the probationary officer's supervisor during Phase 1 of the Lateral Hire Field Training Program. (CALEA 33.4.3(c))
- 2.6.7(c.1.2) In an effort to allow the probationary officer the opportunity to see other styles of policing, the probationary officer will rotate to two different FTOs, who will serve as their supervisor during Phase 2 and Phase 3 of the Field Training Program. If at all possible, they will be assigned to the opposite side of the City so they can become familiar with the entire city. For Lateral Hire probationary officer's the probationary officer will be assigned a second FTO



## **SOG 412.1**

Training Function

Effective Date: 09/09/2020

who will serve as their supervisor during phase 2 of the Lateral Hire Field Training Program. If at all possible, they will be assigned to the opposite side of the City so they can become familiar with the entire city. (CALEA 33.4.3(f))

- 2.6.7(c.2) The FTO, supervised by a sergeant, is responsible for thoroughly documenting all aspects of the probationary officer's training. (CALEA 33.4.3(h))
- 2.6.7(c.3) The probationary officer is evaluated on the various required job skills to be learned according to the standardized evaluation guidelines that correspond to the particular task. (CALEA 33.4.3(g) and (h))
- 2.6.7(c.4) The FTO shall complete a Daily Observation Report (SPD Form # 94-OP-0124), in the LEFTA computer program to evaluate the probationary officer's skills.
  - 2.6.7(c.4.1) Transition days and training days do not count as evaluation days.
- 2.6.7(c.5) The FTO shall complete an End of Phase Report in the LEFTA computer program at the end of each phase, highlighting the strengths and weaknesses of the probationary officer.
- 2.6.7(c.6) At the end of Phase 4, the Primary FTO will complete an End of Phase Report in the LEFTA computer program requesting the probationary officer's release from the Field Training Program, a three-week extension, or requesting termination. For Lateral Hire probationary officers, at the end of Phase 2, the FTO will complete an End of Phase Report in the LEFTA computer program requesting the Lateral Hire probationary officer's release from the Field Training Program, an extension, or requesting termination. Recommendations must be supported by completed documentation. The End of Phase Report in the LEFTA computer program will be forwarded through the Probationary Officer's chain of command for final approval.

### **3 CONTINUING EDUCATION TRAINING**

- 3.1 The Springfield Police Training Section is a POST-approved provider for DPS- required continuing education credit. It is the policy of the Training Section that any POST-approved continuing education courses taught through the Training Section will meet the DPS guidelines and will count towards the mandate of continuing education credit. (CALEA 33.5.1)
  - 3.1.1 Each officer is required to receive POST-approved continuing education in order to maintain their certification as a peace officer. The requirements are as follows:
    - 3.1.1(a) Must have 24 hours of Continuing Law Enforcement Education (CLEE)

## **SOG 412.1**

Training Function

Effective Date: 09/09/2020

training every year.

- 3.1.1(a.1) This training must be in four core curricula areas: legal studies, skill development, technical studies and interpersonal perspectives.
- 3.1.1(a.2) Of the 24 hours that must be earned, a minimum of 2 credit hours must be in each of the four curricula areas listed above and 2 hours of Skill Development in the area of Firearms. The remaining 14 hours of required training can come from any combination of the four core curricula areas.
- 3.1.1(a.3) Every officer shall obtain 1 hour of CLEE training annually regarding racial profiling, which if formatted properly could fit within the topic of "fair and impartial policing practices, including implicit bias recognition".
- 3.1.1(a.4) This training must have been received from an approved POST provider.
- 3.1.1 (a.5) Records of the training attended by the officers will be maintained by the Training Section.

3.1.2 The Springfield Police Department requires a higher standard of continuing education for its officers than is required by the Department of Public Safety.

- 3.1.2(a) It is the responsibility of all sworn personnel and their immediate supervisor to ensure they receive the required 24 hours of POST-mandated training. It is the responsibility of all sworn personnel and their immediate supervisor to ensure the officer attends all in-service training scheduled for the bureau to which they are assigned, provided by the Training Section. (CALEA 4.3.3)
- 3.1.2(b) All sworn personnel shall receive annual instruction in: (CALEA 4.3.3 and 33.5.1)
  - 3.1.2(b.1) Legal update;
  - 3.1.2(b.2) SOG 103.5, Resistance Response policy;
  - 3.1.2(b.3) Proficiency training with approved lethal and less lethal weapons;
  - 3.1.2(b.4) Approved weaponless control techniques, which may have a potential for serious injury.
    - 3.1.2(b.4.1) All weaponless control techniques will be taught by a certified tactics instructor. (CALEA 4.3.3(a))
  - 3.1.2(b.5) SOG 304.2, Pursuit Vehicle Operation (CALEA 41.2.2.(n))<sup>1</sup>
- 3.1.2(c) All non-sworn personnel are required to attend those course topics of department in-service training as are deemed appropriate by their supervisor.
- 3.1.2(d) All department personnel are required to attend ethics training biennially.

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<sup>1</sup> Section 3.1.2(b.5) added to fulfill CALEA standard requirement, per Policy Change Order 20-008.

## **SOG 412.1**

Training Function

Effective Date: 09/09/2020

### (CALEA 1.1.2)

- 3.2 The curriculum for each calendar year's training is determined by soliciting needs from the Commanders of each Section of the Department.
  - 3.2.1 The final curriculum for the following year will be completed by November 1<sup>st</sup>.
  - 3.2.2 Once the Section Commanders have received the request, they should seek input from the employees in their Section as to the specific courses the employees would need. This information will be forwarded back to the Training Section for compiling into the curriculum.
- 3.3 Roll-call training is a technique that may supplement all other training or be used to disseminate valuable information to the employees as quickly as possible. (CALEA 33.5.2)
  - 3.3.1 Various instructional methods can be used to complete this training, such as:
    - 3.3.1(a) Video examples;
    - 3.3.1(b) Presentation of law updates or training bulletins;
    - 3.3.1(c) Explanation of new or updated policy, etc.
  - 3.3.2 This training may be presented by a specific department instructor, supervisors, or commanders in the Department as the topic determines.

## 4 NON-SWORN PERSONNEL TRAINING

- 4.1 All newly appointed non-sworn personnel will attend new employee orientation as soon as practical after being hired. This training will be documented and kept by the Human Resources Department. Orientation training will include information on the following:
  - 4.1.1 The agency's role, purpose, goals, policies, and procedures;
  - 4.1.2 Working conditions and regulations; and
  - 4.1.3 Responsibilities and rights of employees.
- 4.2 Non-sworn positions will attend In-Service Training as required.

## 5 CAREER DEVELOPMENT

- 5.1 The Department will provide employees at all levels in the organization with the opportunity for individual growth and development. (CALEA 33.1.3)
  - 5.1.1 Any Police employee may attend (with their supervisor's approval) any of the scheduled training programs conducted by the Training Section at no cost.
  - 5.1.2 Other training programs are also available for employees to attend. These various training announcements are posted on CityShare and the Springfield Police Department website.
  - 5.1.3 Employees may also utilize the tuition reimbursement program offered through the City of Springfield to attend continuing education classes.
- 5.2 Newly promoted personnel will receive training commensurate with their new duties prior to or immediately following promotion. (CALEA 33.8.2)

## **SOG 412.1**

### Training Function

Effective Date: 09/09/2020

- 5.2.1 This training may be completed by utilizing departmental, non-departmental, or the City of Springfield's resources.
- 5.2.2 Supervisory and command personnel shall receive appropriate general and specialized management training essential to effective supervision of law enforcement functions.
  - 5.2.2(a) Such training shall include administration, supervision, personnel policies, and support services critical to general and specialized police services.
  - 5.2.2(b) This training will be documented and forwarded to the Training Section to be included in the employees training record.
- 5.3 Tuition Reimbursement (CALEA 33.1.3)
  - 5.3.1 Any employee may apply for tuition reimbursement through the City's Human Resources Department.
    - 5.3.1(a) This program will reimburse the employee for tuition paid for courses attended at accredited colleges based on the grade that is received by the employee.
    - 5.3.1(b) In order to participate in this program, the employee must apply prior to taking the course, then submit the appropriate documentation after the course ends to receive the reimbursement.
- 5.4 Outside Training
  - 5.4.1 If an employee wishes to attend a training program which requires tuition, transportation, and lodging, then the following items will need to be attached to the employee's IDC requesting approval:
    - 5.4.1(a) Completed Record of Travel form (one for each employee attending);
      - 5.4.1(a.1) A Record of Travel form is not needed for a training program offered locally. The employee will need to complete an Accounts Payable form in place of the Record of Travel form.
    - 5.4.1(b) Copy of the brochure, letter or other document advertising the program.
  - 5.4.2 This packet will need to be forwarded to the employee's supervisor for approval.
  - 5.4.3 The supervisor with budget responsibility for the employee's unit will determine if funds are available for the training program and charge the cost to the appropriate Org. and Account numbers and will forward up the chain for approval.
  - 5.4.4 When the program is approved, the forms will be forwarded to the Budget Office for entry.
    - 5.4.4(a) This request must be received by the Budget Office three weeks prior to the date of the training program.
    - 5.4.4(b) The employee will receive the cash advance on the employee's paycheck prior to the date of the training program.
  - 5.4.5 Upon the employee's return from the training program, the employee must complete the expense portion of the Record of Travel form and forward to the Budget Office within 7 days.

## **SOG 412.1**

Training Function

Effective Date: 09/09/2020

5.4.5(a) Receipts are required to be attached to the travel form.

5.4.6 The employee will also be required to complete a Training Activity Report form to document the training received. This form will be forwarded to the Training Section for entry into the employee's training file.

### **IV Attachments**

- 1 Example of SPD/POST document formatting for continuing education lesson plans.
- 2 Example of SPD/POST document formatting for academy lesson plans.