



# Abilene Police Department Operating Procedures

Subject:

*Outside Training*

Issued:

10/19/2011

TBP:

Number:

**D-20**

## **Outside Agency Training**

This procedure is designed to establish a standardized method of assigning employees to training programs presented by training providers other than the Department Training Division.

The staff of the Training Division will forward copies of schedules for pertinent training schools to the Assistant Chiefs. The schedules will include those presented by the Department of Public Safety in Austin, West Central Texas Council of Governments and other training providers within the region that have a reputation for providing quality training. Those schedules that contain highly specialized training will be provided to the Assistant Chief responsible for that area of specialization.

## **Assistant Chief of Police Responsibilities**

In coordination with the commanders of their respective division, the Assistant Chiefs will select the schools most beneficial to their division and the officer(s) who will attend the training. That information should be forwarded to the Training Division so reservations can be made.

## **Training Division Responsibilities**

After the school and officer have been selected and the Training Division notified, the Training staff will be responsible for the following:

- A. Making reservations for the officer(s) in the school. This will include telephone or written requests as required.
- B. Making lodging arrangements. If the training school is held at a hotel or a preferred hotel is listed on the training notice, that will be the hotel of choice if space is available. For the DPS sponsored schools, lodging will be at the Academy if space is available.
- C. Requesting travel funds. A completed travel request will be forwarded to the Chief's secretary two weeks prior to the start date of the school. This will allow ample time for the funds to be generated and made available to the officer(s). The travel request will include tuition, lodging and other fees or expenses as required.
- D. Arranging transportation. If a travel vehicle is available at the City Barn, the Training Division will make arrangements for its use. If no vehicles are available for travel, the division commander will be notified and requested to furnish the officer transportation from the vehicles assigned to that division.
- E. Establish documentation. Copies of all correspondence regarding the school's schedule will be maintained in an outside agency training file at the Academy.



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### **Officer Responsibilities**

Responsibilities of the officer attending the training:

- A. Obtain the travel check and credit card from the Chief's secretary prior to departure date.
- B. Locate and pick up the vehicle that has been assigned to the school.
- C. Return the vehicle to its proper location upon returning from the school.
- D. Return the credit card and all receipts to the Chief's secretary (mileage and unit number will be on the credit card receipts).
- E. Send a copy of any certificate or diploma received to the Training Division. If not stated on the certificate, indicate the number of hours credited and the sponsoring agency.