



**Maryland-National Capital Park Police
Prince George's County Division**



DIVISION DIRECTIVE

TITLE REQUESTS FOR TRAINING		PROCEDURE NUMBER PG710.1	
SECTION Administrative Procedures	DISTRIBUTION A	EFFECTIVE DATE 09/01/19	REVIEW DATE 05/01/21
REPLACES PG710.1 "Request For Training", issued 02/15/02			
RELATED DIRECTIVES PG710, 710.2, 710.3	REFERENCES CALEA 33	AUTHORITY <i>S.R. Johnson</i> Chief Stanley R. Johnson	

I. POLICY

It is the policy of this Division to provide equal training opportunities for all personnel within the requirements of the work program and budget. Training requests will be processed via the chain of command to the Assistant Chief, Support Operations with final approval by the Division Chief.

II. APPROVAL/DISAPPROVAL CRITERIA

- A. The following criteria will be considered for approval or disapproval of requested training:
1. Approval will be based on one or more of the following:
 - a. Value of training session
 - b. Relevance to the needs of the Division.
 - c. Cost of training/travel
 - d. Follow-up training
 - e. Relevancy of the requested training to the employee's current duty assignment as supported by written endorsement from the employee's supervisors. This endorsement shall attest to the employee's suitability for the training.
 2. Disapproval will be based on one or more of the following:

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- a. Lack of funds
- b. Same or similar session offered at a lesser expense, i.e., local versus non-local.
- c. Training identified as inadequate.
- d. Lack of substantive endorsement by management.
- e. Transferability of knowledge acquired.
- f. Staffing considerations and program restrictions.

III. PROCEDURES/RESPONSIBILITIES

A. Officer and Staff Initiated Requests for Outside Training

1. Officers and Staff:

- a. Shall, when requesting training, submit a Request for Training form, via their appropriate chain-of-command, to the Assistant Chief, Support Operations.
- b. Shall, when possible, include in all requests for outside training a brochure or announcement provided by the organization conducting the training, which identifies the course of instruction being offered.
- c. Shall submit all requests for outside training when feasible, not less than thirty (30) days prior to the date of registration, and/or by the closing date identified by the training coordinator.

2. Supervisors:

- a. Shall review all requests for outside training submitted by their subordinates and recommend, in writing, approval, or disapproval.
- b. Shall base their recommendations on the criteria outlined in Section III. A of this Directive.

3. Assistant Chiefs:

- a. Shall review requests for outside training and the recommendation(s) of the supervisors involved. Shall endorse the request with his/her own recommendation for approval or disapproval based on work program restrictions and the criteria outlined in Section III. A. of this directive.
- b. Shall forward the request(s) to the Assistant Chief, Support Operations through the Support Operations Training Lieutenant.

4. Training Officer/Lieutenant

- a. Shall add any required additional information, compile all related

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requests and forward them to the Assistant Chief, Support Operations.

5. Assistant Chief, Support Operations
 - a. Shall return approved requests to the Training Lieutenant and/or Training Coordinator for coordination, registration and notification to the requesting officer.
 - b. Shall return all disapproved requests to the Training Lieutenant and/or Training Coordinator with reasons for the disapproval.

6. Training Coordinator
 - a. Shall prior to advertising training:
 - 1) Determine costs including registration fees and travel expenses as required.
 - 2) Check appropriateness of the program.
 - 3) Check for conflicts with the proficiency-based promotional system.
 - 4) Identify if it is an MPCTC approved course.
 - b. Shall notify approved officer's and coordinate their attendance at requested training once approved.
 - c. Shall e-mail and post-selection announcements to Park Police staff.

B. Division Initiated Requests for Outside Training

1. This training is defined as training that has been identified by the Command Staff as meeting Division training goals or specialized needs. This training shall be offered through a memo to all affected personnel and will identify the following.
 - a. Type of training.
 - b. Dates of training.
 - c. Location of training.
 - d. Identify costs.
 - e. In those instances where the training being offered has been identified by the Command Staff as unique and specialized, the Training Opportunity Bulletin will identify specifically the unit(s) to which the training is being offered and the number of slots available.
 - f. Other pertinent information as appropriate.

2. The procedures/responsibilities outlined in Section III (A) above shall be followed to request and approve/disapprove Division initiated training.

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C. Professional Improvement Leave:

1. In cases where it is deemed to be in the best interest of the Division, the Division Chief may recommend that Professional Improvement Leave be granted for the purpose of attending training, seminars, etc.

D. Post-Training Requirements:

1. Officers and Staff:

- a. Within twenty (10) days after completion of training all officers shall:

- 1) **Complete all expense reports**, attaching all receipts, and forward them to the Office of the Division Chief for review.
- 2) **Complete course and Instructor Evaluation forms, critiquing the program, the instructors**, and outlining the hours of specialized training. This critique shall include a review of the information received and a discussion of the strong and weak points of the training and the instructors. Any other pertinent information shall also be included, i.e., suggestions for the review of or changes in, existing Divisional Directives, policies or procedures.
- 3) Forward all certificates, diplomas, grades, etc. to the office of the Division Chief for copying and inclusion in the officer's personnel files and give one copy to the Training Coordinator.

E. In-House Training Programs:

1. Officers:

- a. When an officer or staff member desires to give or attend an in-house training program, he/she shall notify the chain-of-command not less than thirty (30) days prior to the program's starting date, outlining the program in writing and specifying items listed

- 1) Type of training.
- 2) Dates of training.
- 3) Location of training.
- 4) Identify costs, if any.
- 5) Other pertinent information as appropriate.

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2. Supervisors:
 - a. Shall review all requests for in-house training submitted by their subordinates and recommend, in writing, approval or disapproval.
 - b. Shall base their recommendations on the criteria outlined in Section III (A) of this Directive.
3. Assistant Chiefs:
 - a. Shall review requests for in-house training and the recommendation(s) of the supervisors involved. Shall endorse the request with his/her own recommendation for approval or disapproval based on work program restrictions and the criteria outlined in Section III (A) of this Directive.
 - b. Shall forward requests to the Assistant Chief, Support Operations for final approval/disapproval through the Support Operations Lieutenant.
4. Training Officer/Lieutenant
 - a. Shall add any required additional information, compile all related requests and forward them to the Assistant Chief, Support Operations.
5. Assistant Chief, Support Operations
 - a. Shall return approved requests to the Training Lieutenant and/or Training Coordinator for coordination, registration and notification to the requesting officer.
 - b. Shall return all disapproved requests to the Training Lieutenant and/or Training Coordinator with reasons for the disapproval.
6. Training Coordinator
 - a. Shall prior to advertising training:
 - 1) Determine costs including registration fees and travel expenses as required.
 - 2) Check appropriateness of the program.
 - 3) Check for conflicts with the proficiency-based promotional system.
 - 4) Identify if it is an MPCTC approved course.
 - b. Shall notify approved officer's and coordinate their attendance at requested training once approved.
 - c. Shall e-mail and post-selection announcements to Park Police staff.

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F. Cancellation of Training

1. Notice of cancellation for previously approved training shall immediately be forwarded to the affected officer or staff member.

G. Division Chief Selection

1. Nothing in this Directive shall preclude the Division Chief from selecting an officer(s) for required, unique or otherwise specialized training.

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