Members must comply with State, County, and Departmental regulations for both enrollment and return procedures regarding training courses.

A. Local Training

Training provided by the Prince William County Criminal Justice Academy (PWCCJA), the Fairfax County Criminal Justice Academy (FCCJA), the Northern Virginia Criminal Justice Training Academy (NVCJTA), the Rappahannock Regional Criminal Justice Academy (RRCJA), the Department of Information Technology (DoIT), and Prince William County University (PWCU) is considered local training.

1. No costs (excluding salary and transportation).
   a. The interested member’s supervisor should email the PWCCJA training coordinator listed on the training announcement requesting the member be enrolled.
   b. Training orders will be sent to the member following confirmed enrollment.

2. Registration fee.
   a. Local training with an associated registration fee requires approval from the member’s Division Head for expenditure of funds.
   b. A BlueTeam request to the Chief of Police requesting registration and listing the associated costs must be submitted through the chain of command. Additionally, a “Requisition Form” (PD-103) for course fees, course announcement, course outline, and completed registration form should be attached.
   c. Once approved by the District/Bureau Commander the request shall be routed to the Academy Director for comment and recommendation. The Academy Director will then forward it to the appropriate Division Head for final approval. Once the Division Head grants approval, the request will be routed to the Academy for processing of training orders, and then routed to Accounting Services - Travel by the In-Service Manager for assignment and processing by the appropriate administrative member.
   d. The In-Service training coordinator will ensure the member is enrolled and training orders are sent to the member once enrollment is confirmed.

B. Travel Training
All training that is not local training is considered travel training.

1. Submission deadlines for requests.
   a. All requests for travel training must have final approval and submitted to the Academy **no less than 30 days in advance** of the registration due date.
   b. Members should reach out to an Administrative Support member who will use their PCard to secure lodging if applicable. If training is not approved, the Administrative Support member may cancel the reservation.

2. No costs (excluding salary and transportation).
   Requires a BlueTeam request to the Chief of Police requesting training, with the course announcement, contact information, and course syllabus or outline attached.

3. Travel that incurs funds for registration, meals, transportation, and/or lodging.
   A BlueTeam request containing the following items must be submitted to the Chief of Police through the chain of command:
   a. A memorandum, or incident summary, to the Chief of Police requesting training and listing the course announcement, contact information, and course syllabus or outline.
   b. A completed County “Overnight Travel Authorization (PD257)” form for each traveler, available on X:\Travel Outside Training.
   c. Per Diem rates, based on the appropriate city/county/state, should also be included.
   d. A completed registration form for each traveler. The Academy will handle submission of the registration form and fees to the vendor, once the training has been approved.
   e. Once approved by the District/Bureau Commander, the request shall be routed to the Academy Director through the “Academy Training Request Review” in BlueTeam for comment and recommendation. The Academy Director will then forward it to the appropriate Division Head for review and approval. If required, the request will be forwarded to the Deputy Chief and Chief for final approval. Once final approval is granted, the request will be routed to the Academy for processing of training orders, and then routed to Accounting Services - Travel by the In-Service Manager for assignment and processing by the appropriate administrative member.
   f. Any rental car request must be submitted in advance on a separate memorandum to the Chief of Police and will include justification for the rental car and estimated costs. Rental cars are only authorized by the Chief, or designee, when necessary.
more economical, or otherwise beneficial to the County. The rental car may be used for business related purposes only.

g. Members should retain copies of all paperwork until travel is complete.

4. Multiple Travelers

a. Multiple travelers under the same chain of command should submit a single BlueTeam request. If so, documentation which is required for individual travelers, such as the Overnight Travel Authorization Forms (PD257), will be attached under the one request.

b. Multiple travelers under different chains of command must submit separate BlueTeam requests. However, other travelers should be identified in the request summary to assist in electronic consolidation of related requests.

5. Approval.

The approval matrix (Appendix A) should be referred to for levels of approval required:

a. Travel by car of 400 miles or more requires the approval and signature of the Chief of Police. The typical method of travel for such distances is by air transportation.

b. Once the travel request has been approved, it is returned to the Academy for processing and enrollment.

c. Training orders will be sent to the member following enrollment.

6. Return paperwork.

The following paperwork must be submitted to the Academy and/or to the Fiscal & Policy Management Bureau within 5 days of return, regardless of work schedule:

a. A DCJS “Partial In-service Credit” (PIC-1) form, if applicable.

b. A memorandum to the Academy Director detailing the quality and content of the travel training, and including a recommendation whether the training would be beneficial for other members. The course syllabus or outline should be attached to the memorandum.

c. A completed County “Reimbursement for Overnight Travel” (PD258) form, available on W:\FTSD - Forms & Procedures\Travel. Receipts for lodging, transportation, and registration, showing a zero balance, should be attached. All forms and receipts should be emailed in one packet to Police-Travel, and all PCard receipts should be emailed to Police-PCard. No check shall be submitted with this travel paperwork until and unless directed by a member of the Fiscal & Policy Management Bureau.

d. Members should retain copies until reimbursement is made.

C. Conduct
Members attending training, regardless of location, must abide by the Department’s standards for conduct and attire, as outlined in General Order 22.07 In-Service Training. Professional attire and demeanor are mandatory.
Appendix A

Prince William County Police Department
Travel Approval Matrix

<table>
<thead>
<tr>
<th></th>
<th>Supervisor</th>
<th>Dist/Bureau Cmdr (Capt/LT)</th>
<th>Division Head</th>
<th>Deputy Chief</th>
<th>Chief</th>
</tr>
</thead>
</table>

**Local Training**

- No Costs: A - - - - -
- Registration Fee (memo/PD103 Req): R R A - - -

**Travel Training**

**Within COG (both In-State and out of State)**

- No Registration/Travel Fees (no memo): A
- Registration or Travel Fee (memo/PD103 Req): R R A - - -

**Faquier/Stafford Counties**

- No Registration Fees: A - - - - -
- Registration or Travel Fee (memo/PD103 Req): R R A - - -

**Within the State of Virginia (not within COG)**

- No Registration Fees (memo Req): R A - - - -
- Registration or Travel Fee (memo/PD103 Req): R R A - - -

**Outside the State of Virginia (not within COG)**

- No Registration Fees (memo Req): R R R A A A
- Registration or Travel Fee (memo/PD103 Req): R A A A A A

**Rental Car (memo Req)**

R R R A A A

**Travel by car of 400 miles or more**

R R R A A A

1 - Training provided by the Prince William County Criminal Justice Academy (PWCCJA), the Fairfax County Criminal Justice Academy (FCCJA), the Northern Virginia Criminal Justice Training Academy (NVCJTA), the Rappahannock Regional Criminal Justice Academy (RRCJA), the Department of Information Technology (DoIT), and Prince William County University (PWCU)

2 - All training that is not local training is considered travel training

R Review A Approve