

PRINCE WILLIAM COUNTY POLICE DEPARTMENT MANUAL OF GENERAL ORDERS		
General Order: 22.10	Effective: 01/01/2017	Number of Pages: 4
TRAINING: TRAINING REGISTRATION		

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 memorandum 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 travel packet shall be scanned and 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 packet will be sent to the Academy for processing by the In-Service Manager and Academy Accounting Technician.
 - 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 deadline 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 make any hotel reservations themselves when initiating a request that involves lodging. If training is not approved, the member may cancel the reservation.

2. No costs (excluding salary and transportation).

Requires a memorandum 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 travel packet containing the following items must be submitted to the Chief of Police through the chain of command:

- a. A memorandum 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, 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. 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 travel packet shall be scanned and routed to the Academy Director for comment and recommendation. The Academy Director will then forward it to the appropriate Division Head for review and approval. If required, the packet will be forwarded to the Deputy Chief and Chief for final approval. Once final approval is granted, the packet will be sent to the Academy for processing by the In-Service Manager and Academy Accounting Technician.
- f. Any rental car request must be submitted 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 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. Approval.

The following approval matrix should be referred to for levels of approval required:

**Prince William County Police Department
Travel Approval Matrix**

		Supervisor	Dist/Bureau Cmdr (Capt/LT)	Division Head	Deputy Chief	Chief
Local Training ¹						
	No Costs	A	-	-	-	-
	Registration Fee (memo/PD103 Req)	R	R	A	-	-
Travel Training ²						
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	-	-
Fauquier/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
	Registration or Travel Fee (memo/PD103 Req)	R	R	R	A	A
	Travel by car of 400 miles or more	R	R	R	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			

- 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 packet has been approved, it is returned to the Academy for processing and enrollment.

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

5. Return paperwork.

The following paperwork must be submitted to the Academy **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. Original receipts for lodging, transportation, and registration, showing a **zero balance**, should be attached. A check made payable to “PWC Director of Finance” if the member owes the County any money.
- 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. Professional attire and demeanor are mandatory.