
	GAITHERSBURG POLICE DEPARTMENT		
	Attendance Requirements for Training Reimbursement Policy & Remedial Training		
	GENERAL ORDER	401.1	
Effective Date	06/29/2016	1.3.11, 22.2.2, 26.1.1, 26.1.4, 33.1.2, 33.1.3, 33.1.5	
Authorized by:	Mark P. Sroka CHIEF OF POLICE	SIGNATURE <i>Mark Sroka</i>	DATE 06/29/2016

I. DEPARTMENT POLICY

It is the policy of the Department to ensure that all personnel are well-trained in order to provide quality police services to the citizens of Gaithersburg. The Department is committed to use of best practices in the profession, with a focus on continuous improvement.

II. ATTENDANCE REQUIRED; EXCEPTIONS NOTED

A. Attendance Considered a Duty Assignment

1. Attendance at training courses, seminars, conferences, and the like, is considered an official duty assignment. Members scheduled to attend such training will attend and will stay for the duration of the training unless excused by the instructor or a police supervisor.

B. Obedience to Summonses

1. Pursuant to Maryland Rules 4-265 and 4-266, members who receive a summons or subpoena to appear in Court shall appear as required by the Court document, unless excused by a representative of the State's Attorney's Office, or placed "On-Call" by the SAO.
2. If an officer is scheduled for Court on the same day/time as a scheduled training session, the officer shall request to be placed "on-call" or have cases continued if possible.
3. If the officer cannot be placed "on-call" or cases cannot be continued, the officer will ensure that the Instructor is notified of the scheduling conflict.
4. After the officer's court appearance, the officer will respond to take part in the training session. If the officer has missed too much of the training, as determined by the instructor, the officer may be re-scheduled for the training session.

III. REIMBURSEMENT FOR EXPENSES DURING TRAINING

A. Reimbursement Policy

1. The City will reimburse Department members for reasonable expenditures when attending authorized training programs outside of the area.
2. If a member drives a personal vehicle to approved training, the City will reimburse the member at the current rate established by the City. Members shall use a Department vehicle unless prior authorization is obtained from a Bureau Commander.
3. If a per-diem is appropriate and authorized, the City will reimburse members for reasonable expenses.
4. If personnel must purchase books or other learning materials in order to participate in the program, the City will reimburse members for reasonable expenditures.

B. Reimbursement Procedures

1. Receipts are required for all expenditures, and must be submitted with a pre-approved travel form.
2. For those expenses for which petty cash is not authorized, the member must complete and submit a Check Request form to the Chief of Police for review and approval.

C. Use of Department Vehicles to Attend Training

1. Officers with an assigned P.P.V. shall take this vehicle to an authorized training program with prior authorization from a Bureau Commander.
2. Depending on availability, members may take a police fleet vehicle to a training program in the area, but authorization must first be obtained from a Bureau Commander.

IV. REMEDIAL TRAINING

A. Remedial Training Policy

1. The Department will identify remedial training as a constructive tool to reinforce, retain, and refine a member's knowledge, skills and abilities for safety and delivery of service.

2. The need for remedial training for a member will normally be identified through evaluations completed by the member's supervisor.
3. Anytime a member's supervisor believes that remedial training is warranted, the supervisor will make their Bureau Commander aware of the need.

B. Remedial Training as a Function of Discipline

1. The Department may use remedial training as a function of the Department's disciplinary process.
2. When remedial training is used as a function of discipline, the offender should be dealt with in the following manner by the supervisor:
 - a. The rule, regulation, policy, or procedure that was violated should be explained, along with the expected behavior outcomes;
 - b. Recommendations for the need for additional training or other alternatives to the Bureau Commander shall be made.
3. Training which is identified as remedial training shall be scheduled as soon as practical after the identified need. The satisfactory completion of the training will be documented by the supervisor.
4. A member who fails the remedial training or who fails to attend the remedial training may be re-assigned to other duties until successful completion of the training and be exposed to further disciplinary action.

C. Remedial Weapons Training

For procedures for remedial firearms training, see General Order 401.2 – In-Service Training & Weapons Qualification and General Order 600.4 – Weapons.