



DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 117	TRAINING	
	Effective: 02/29/2016	Commissioner Approval: 
	Authorities: Click here to enter text.	
	Applicability: ALL DEPARTMENTAL EMPLOYEES	
	Special Instructions: Click here to enter text.	

117.100 INTRODUCTION

Training opportunities are given to meet the department's need for scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative or other skills necessary within the department. The training opportunities must be of necessary and direct value to the State and are to be directly relevant to the employee's occupation or directly related to occupational advancement within the employee's occupational area.

117.300 DIVISION TRAINING COORDINATOR

A. Division to designate training coordinator. Each division will designate a division Training Coordinator.

B. Duties of Training Coordinator. The Training Coordinator's principal function is to assure that training activities within the division are coordinated and serve the best interest of the employees and the Department.

1. Requests from individuals for training, and memorandums assigning individuals to training, will be routed and coordinated through the appropriate division chain of command and to the training coordinator.
2. The Training Coordinator will, when appropriate, coordinate attendance at formal training by employees of other detachments and divisions to fully utilize training efforts.

C. Training Coordinator to review APSC certification requests. Requests for certification of formal training (APSC form F-20) will be submitted to the Training Coordinator 45 days prior to the training date for all formal training sessions. Upon receipt the Training Coordinator will review APSC Form F-20 for correctness and completeness, verify certification of instructors, and forward the form to the APSC 30 days prior to training date.

117.310 GENERAL TRAINING

A. Officer training needs identified by Commanders. A Commander, who identifies a training need, will document the need and forward the documentation to the Director. The Commander and the Training Coordinator will determine the most practicable solution to the need, which could be a request to change the Academy syllabus, in-service training, or a specialized training course. When the appropriate solution has been selected, the Training Coordinator, in consultation with Division Directors, will develop or adopt a training program, obtain APSC certification, and implement the program.

B. *Obtaining APSC credit for informal training.* Commanders who desire APSC training credit for informal training within their detachments can contact the division Training Coordinator naming the subject(s), date(s) and time(s) of training, and the name(s) of the instructor(s). The Training Coordinator will ensure instructors are certified in the specific subjects they are scheduled to instruct.

C. *Instructors to forward APSC paperwork.* Principal instructors, or the department official responsible for the coordination of a particular course of instruction, will ensure that each participant completes a course critique and will forward those critiques along with the course completion report (APSC F-6 form) to the Training Coordinator.

D. *Requests for self-funded on-duty training.* In some cases training that would normally not be available to an employee, by the employer, may be authorized during regular duty hours if the employee initiates a request to self-pay for the training costs and to attend the training while on duty. Prior approval must be obtained from the Division Director and any such training must have some apparent benefit to the State of Alaska and the employee's present or future responsibilities with the Department. If travel is involved to attend the training, the employee will bear all costs associated with that travel and the employee shall not be considered on travel or duty status while traveling. Only hours spent at such approved training will be subject to work status and all other hours will be considered leave or off duty hours. Overtime to attend such training will not be approved.

E. *Compensation during training.* The type of compensation paid to employees depends upon the location of the training, the hours of training, whether the training is optional or directed, and the classification of the employee receiving the training. Compensation is provided in accordance with collective bargaining agreements, employment law, and the State of Alaska's Administrative Manual.

F. *State of Alaska Train Alaska.* The State of Alaska, Department of Administration, Division of Personnel & Labor Relations offers specific training to all Executive Branch employees, most are without fee. Full course descriptions, including objectives and class schedules are available on their website. Prior written approval from the employee's immediate supervisor is required for an employee to enroll in a state offered course at:

<http://doa.alaska.gov/dof/learnalaska/>

117.320 RECORDING TRAINING

A. *Training to be documented on official forms.* Training received by employees of the Department will be recorded on the appropriate form listed below and entered into the APSIN Training Records System. The official training records forms are:

1. [Course Record](#) -- used to record a course or certification completed by more than one person;
2. [Training/Certification Record](#) -- used to record a course, certification, language, or special skill for a single individual;
3. [Firearms Qualification Record](#) -- used to record firearms qualifications scores for a single individual with one or [more](#) weapons;

4. [Supervised Firearms Qualification Record](#) -- used to record firearms qualifications scores for multiple individuals using a single type of weapon during supervised qualification (Intended for use primarily by the Academy and during transition training);
5. [Fitness Testing Record](#) -- used to record results of annual fitness testing of officers; and
6. [Training & Education Application & Reimbursement Agreement \(TEARA\)](#) – used to record a non-state offered course.

B. *Responsibility for submission of training documentation.* The responsibility for submission of training documentation depends upon whether the course is being sponsored or instructed by the Department.

1. Course sponsored or instructed by DPS personnel. If a course is organized or sponsored by DPS then it is the responsibility of the sponsor/instructor to complete a single "Course Record" listing all of the students. The sponsor or instructor is responsible to assure that this information is entered into APSIN.
2. Course provided outside the Department. If the Department does not sponsor a course then it is the responsibility of the individual student(s) to complete and submit training documentation. Individual students can record training using the Training/Certification Record form. If more than one student is attended the same training, they can submit a single "Course Record" listing multiple attendees.

Copies of any certificates of completion, certification documents, or diplomas are to be attached to training record submissions for courses not sponsored by the Department.

C. *Retention of original training record submissions.* Copies of training record forms submitted by individuals will be retained in the employee's field file, if such field file exists. There is no Department requirement to submit training documentation to the Academy or Division headquarters; however, individual divisions may establish central reporting procedures in the interest of efficiency. This provision does not authorize Divisions to create duplicative or substitute training records systems, only to manage the process of reporting training to the training Records System in an efficient and effective manner.

117.330 ADVANCED MANAGEMENT TRAINING COURSES

This section covers attendance at the Federal Bureau of Investigation National Academy (FBI NA), the Southern Police Institute Administrative Officers Course (SPI), and similar training offered by other organizations. The Department recognizes that advanced training of this type is of great value to its commissioned managers and provides them with tools, knowledge, and skill essential to the modern police manager.

A. *Declaring interest in advanced management training.* Officers with the rank of Sergeant or higher may submit a written request for consideration to the Division Director through their Commander. If the officer has a preference concerning training institution, it should be expressed at this time.

B. *Selection of officers for advanced management training.* The selection of officers to attend advanced management training will be conducted according to this section. It is recognized, however, that special circumstances may dictate a deviation from these guidelines.

1. List Established – Each Director shall establish a list of eligible officers in preference order. Candidates will be placed on the list in order based upon the preference criteria listed in (3). Openings for training will be offered to the officer at the top of the list first;
2. Eligibility -- officer must have the rank of Sergeant or greater, should plan on remaining with the Department for at least three years after graduation, must meet the entrance requirements of the institutions, and should have been rated as mid-acceptable or greater at each of the preceding two performance evaluations; and
3. List Position Preference -- officers will be placed up on the candidate list first by rank (higher first), and then by date their request to attend training is approved. Their superiors may place officers on the list without the officer making a written request.

C. *Promotional preference of graduates.* Successful completion of advanced management training or the voluntarily decline of an opportunity to receive such advanced management training (e.g., Southern Police Institute, FBI National Academy, or a university degree program) will become a consideration element when selecting officers for promotion to the rank of Lieutenant or higher.

117.340 COMPLIANCE WITH ACADEMY RULES

While at the Public Safety Academy as a student, instructor, or visitor, employees must comply with applicable Academy regulations and rules of conduct. Violation of these rules may subject an employee to disciplinary action including termination of employment.

117.350 TRAINING AND EDUCATION REIMBURSEMENT PROGRAM

The Department of Public Safety Training and Education Reimbursement Program provides eligible employees the ability to improve job-related skills by participating in education and training opportunities not offered by the State of Alaska.

A. *Employee Eligibility.* Training or education reimbursement is available to full-time classified or partially exempt employees continually employed by the State of Alaska for at least one (1) year. The applicant must be employed by the Department of Public Safety both when the course begins and at course completion.

B. *Course Eligibility.* Training or education reimbursement may be approved if the course improves the skills required of the employee's current position or if the course will help prepare the employee for career development with the Department of Public Safety. College level course work must be from an accredited college.

C. *Availability of Funding.* Limited funding is available for this program. Reimbursement is dependent upon a number of factors, including that funding exists to support the request.

D. Funding Provisions

1. Reimbursable
 - a. When courses are taken for credit tuition and approved fees are reimbursed for a final grade of “C” or higher, or the equivalent on an alternate rating scale. For courses leading to a certificate, the employee must submit evidence of having successfully completed the course requirements.
 - b. For courses related to the employee’s current position, up to 100% of the approved allowable costs may be reimbursed. For courses that will help prepare the employee for career development within the Department of Public Safety, up to 50% of approved allowable costs may be reimbursed.
 - c. Expenses reimbursed are limited to the cost normally associated with enrollment in a traditional course of instruction such as tuition and related class fees.
 - d. No expense is reimbursed without the required receipts and documentation of satisfactory course completion.
2. Not subject to or eligible for reimbursement
 - a. Reimbursement will not be considered for college level courses taken from a non-accredited institution or any course for which an equivalent course is offered or can be offered by the Department of Public Safety or State of Alaska.
 - b. Itemized fees not reimbursable include, but are not limited to, application/pre-admission registration fees, transcript fees, test preparation fees, admission testing fees, placement fees, course waiver, parking fees, student activity fees, interest on loans, and subscriptions to any professional/technical publication.
 - c. An employee is not eligible for seeking training or education reimbursement by the State of Alaska when the employee:
 1. Receives duplicate or comparable fees from another institution, agency, grant, scholarship, or financial assistance plan (not including loans); or
 2. Voluntarily resigns employment
 3. Fails to receive advance approval and provide all required application documents.
 4. Does not receive or provide proof of satisfactorily completing the course.
 5. Is not employed by DPS at the beginning or conclusion of the course.

E. *Work Schedule Limitations*

1. The training or education reimbursement program normally applies to training or course work during the employee's off-duty time. If the training requires absence from the workplace during normal working hours, the employee must receive prior approval as part of the application process. Subject to the supervisor's approval, the employee may use accrued personal leave or may reduce or adjust the regular work schedule in accordance with their applicable collective bargaining agreement. Arrangements for leave must be approved before submission of the Training and Education Application & Reimbursement Agreement (TEARA) form.
2. Participation in the education and training reimbursement program must not interfere with the employee's ability to perform his or her job.

F. *Application Process.* To apply for the program, prior to commence of the course the employee completes and submits the [TEARA form](#) to their Commander (for AST/AWT/FLS) or Section Manager (for all other divisions).

1. The Commander or Section Manager shall review and provide recommendation comments on the application before submitting to the Director for final review and decision.
2. The applicant will receive notification within five (5) working days of the Division Director's decision.
3. An approved application shall be copied sent to DPS Finance, by the Division, for funds to be encumbered.
4. The Director reserves the right to disapprove an application based on any work related reason. This decision is not subject to the appeal process.
5. The employee may experience tax implications as a result of the employer issuing training or education reimbursement. Employees are encouraged to seek tax guidance.

G. *Reimbursement to Employee.*

1. Within 60 days of completion of the course, the employee must submit the following documents through the Commander or Section Manager to DPS Finance:
 - a. A copy of the final grade or, if applicable, certification of completion; and
 - b. A copy of the receipts for tuition/training and approved fees.
 - c. A copy of the approved TEARA form.
2. The Commander or Section Manager (or designee) will review the claim for reimbursement compared to the TEARA and assign and authorize the appropriate funding source. The document, and supporting receipts, will be forwarded to DPS Finance for reimbursement.

H. *Reimbursement to State of Alaska*

An employee who separates employment from the State of Alaska in less than one year from completion of the course, unless separation is a result of death, prolonged illness, disability, or other circumstances beyond their control shall repay the State of Alaska in the following manner.

1. 100% if separation occurs before completing six months
2. 50% if separation occurs after six months but before completing twelve months
3. 0% if separation occurs after twelve months

The State of Alaska is permitted to deduct from an employee's final paycheck any monies owing or recover such monies by other legal means.

I. *Exceptions to reimbursement to State of Alaska.* Employees currently enrolled in self-paid training or courses at the effective date of this policy will be allowed to seek approval for reimbursement through submission of the reimbursement form. Any other exception to this program requires the approval of the Division Director and concurrence of the Commissioner's Office.

117.900 DEFINITIONS

After duty hours training – an assignment outside the trainee's regular work hours.

Formal training – Alaska Police Standards Council (APSC) certified training of eight hours or more.

Informal training – training of less than eight hours taught by an APSC certified instructor or by a person recognized as an expert in the subject matter.

Long-term training – an assignment to a school, academy, or other training facility that extends beyond a period of 30 calendar days (but not to exceed two years).

Part-time training – an assignment that encompasses a part of trainee's regular hours, for any length of time.

Short-term training – an assignment of 30 days or less.