

STAFF ATTENDANCE AT OUTSIDE TRAINING, CONFERENCES OR PROFESSIONAL ASSOCIATION ACTIVITIES

- AUTHORITY:** County of Orange County Business Travel and Meeting Policy
- RESCINDS:** Procedure Manual Item 1-2-005, dated 11/08/12 (Major Revision)
- FORMS:** [Expediter Travel Request Form](#)
[Per Diem Worksheet](#)
Standards and Training for Corrections (STC) Request for (D203-D204)
Special Certification
- PURPOSE:** To provide guidelines for staff to obtain department approval for attending outside training, conferences or professional association activities regardless of whether expenditure of public funds is involved.

I. GENERAL INFORMATION

Outside training is defined as attendance at university/college courses/classes, training courses/classes, workshops, conferences, seminars and professional organization activities.

In order to evaluate the value of outside training programs, justify the expenditure of funds, and facilitate the audit of outside training programs, all decisions for staff to participate in outside training courses during normal working hours are subject to administrative approval and coordinated through the Administrative and Fiscal Division (AFD) and Strategic Development Division (SDD) - Training and Volunteer Services (TVS) Unit, even if there is no cost to the County of Orange.

Employee attendance at conferences should be limited to one (1) per training year to provide opportunities for additional staff opportunities to attend conferences. A training year follows the same timeline as a fiscal year (July 1 to June 30).

A. Guidelines for Approving Attendance

1. Before County resources will be authorized, the following conditions must be met:
 - a. The activities must assist in the attainment of department goals.
 - b. The workload in the employee's unit must be such that they can be spared without negative impact to the unit.
 - c. The employee's absence must not result in overtime for the employee or others.
 - d. The employee's performance must be standard or better.

- e. If the request is to attend a conference, the employee's supervisor will verify that the employee has not already attended a conference during the current training year.
2. As a general rule, the following kinds and levels of support may be authorized when an employee asks to participate in outside training or professional association activities.

a. Outside Conference/Training Attendees

Per STC mandates, outside training credit may not be used to satisfy for more than one half of the annual training requirement for certain sworn staff. Specifically, twelve (12) hours for deputy juvenile correctional officers (DJCOs) and supervising juvenile correctional officers (SJCOs), and twenty-four (24) hours for deputy probation offices (DPOs) and supervising probation officers (SPOs). Managers may receive their full amount of forty (40) mandated training credits through attendance at outside training, conferences or professional association activities. These hours can total up to 20 hours per training year for DJCOs, SJCOs, DPOs and SPOs and 40 hours per training year for managers.) Any hours over this need prior supervisor/manager approval; however, they will not count for the additional 20 hours of mandated STC training needed for DJCOS, SJCOs, DPOs and SPOs. Note: Supervisor Core, Managers Academy Core and Manager Leadership Academy are counted as STC certified courses. Tuition/registration fees, travel, meals and lodging may be requested but, unless approved, remain the responsibility of the employee attending the conference.

If the approval is denied, the employee has the option pursue the training through the Educational and Professional Reimbursement Program process as outlined in Procedure Manual Item (PMI) 1-2-107 (Educational and Professional Reimbursement Program).

b. Association Conference Planning Committee Members

Employees who are on planning committees responsible for conferences sponsored by professional associations may request and be authorized up to twenty-four (24) hours of County paid time per year for such work. This is in addition to the twenty (20) hours discussed in the previous paragraph. Travel, costs, meals and lodging associated with such activity are the responsibility of the employee.

c. Association Officers

Officers of professional associations may request and be authorized up to forty (40) hours of County paid time per year to fulfill their responsibilities subject to the following limitations:

- (1) The criteria in section I.A.1. are met.

- (2) The twenty-four (24) hours for conference planning discussed in I.A.2.b. are included in the forty (40) hours.
- (3) No more than one employee per association is given this type of support and no one individual is supported as an employee in more than one association.
- (4) Association dues, travel, meals and lodging will continue to be the employee's responsibility unless covered by d. below.

d. Each fiscal year is treated as a discrete entity and unused conference training time or employee support time cannot be accumulated and carried forward from one year to the next. In instances where the department approves an employee to attend outside training, conferences or professional association activities that exceeds the above limits, the department will authorize additional support, i.e., tuition/registration, lodging, travel expense and meals.

B. Receipt of Outside Training, Conference or Professional Association Activities

1. At least six (6) weeks prior to submitting the paperwork request approval to attend the outside training, conferences or professional association activities, the employee will forward the flyer/bulletin containing information on the event to their division director (DD) via the chain of command. Note: While it is understood that exceptions will need to be made when event notifications are sent out with less than six (6) weeks notice, the standard will be six (6) weeks.
2. The DD will review the information for relevancy for the employee to attend, as well as determine if it is function-specific or could be a beneficial opportunity for others to attend as well.
3. The DD will then share this information at the Field Operations Management Meeting (FOMM) the following week. At that time, the group will determine the number and classifications of employees in each division/unit the training applies to and the numbers of employees from each division that will be eligible to attend. As stated in the County of Orange County and Business and Travel Policy, "Travel is authorized for the minimum number of persons necessary to carry out the business purpose of the travel, and for only those whose job tasks are directly related to the purpose of the travel."

If no meeting is scheduled, an email will be sent to the FOMM email distribution list for discussion and determination of the above.

The SDD DD will share this information with the TVS Unit Assistant Division Director (ADD)

4. Based upon the above, the decision made in I.B.3. above, the DD(s) will 1) email their division regarding the outside training, conferences or professional association activities and the units and or staff able to attend and the number of employees from the division able to attend or 2) notify the professional supervisor, manger, or supervising probation officer (SPO) of each unit permitted to have staff attend and advise them of the maximum

numbers of staff who are able to attend. This information will be shared with staff to provide them with the opportunity to submit their request to attend.

C. Responsibilities of Employees Requesting Approval to Attend Outside Training, Conferences or Professional Association Activities

The employee requesting to attend the event must complete and submit the *Expediter Travel Request Form* to the Travel Coordinator/Cardholder. The employee also needs to attach the *Per Diem Worksheet* if claiming for meals. These forms and the *Travel Request Users Guide* that explains the process can be found on ProbNet under the AFD Tab – Purchasing and Contracts Links/Expediter Travel Request Guides and Forms section: [ProbNet - AFD \(ocgoverenterprise.com\)](http://ocgoverenterprise.com).

1. Employees wishing or designated by Executive Management (EM) to participate in outside travel or training are responsible for completing the automated Expediter Travel Request Form and the Per Diem Worksheet, as well as attaching an announcement/brochure describing the training and forwarding these to EM through the Travel Request Form process.
2. Employees requesting a special STC certification of a course must indicate this at the bottom of the Expediter Travel Request Form at the bottom of the page under “Additional Information/Notes” and assure that the request is processed through their chain-of-command at least six (6) weeks prior to the date of the class.
3. Employees requesting payment for educational and professional reimbursement will continue to be processed via hard copy. Please refer to PMI 1-2-107 (Educational and Professional Reimbursement Program) using the [Educational and Professional Reimbursement Program Request - Educational and Professional Reimbursement Claim Form](#).

D. Responsibilities of Supervisor/Management

Sworn and professional supervisors, administrative managers, ADD, DDs and EM are responsible for assessing the value of outside training by determining:

1. If the training is not generally available or provided by the department or County.
2. If there is reasonable expectation that the employee taking the course will gain new knowledge/higher skill level from the training or conference.
3. If the course or conference content is directly related to the employee's position or assignment or to department goals.
4. If the course is only available during normal working hours.
5. If the workload in the employee's unit is such that they can be spared without negative impact on unit responsibilities or hardship for others in the unit.
6. If the employee's absence would result in overtime for the employee or others.

7. If the employee's performance is standard or above.
8. If other staff have expressed interest in and would benefit by participating in the training and should attend instead.

E. Responsibilities of the TVS Unit

The TVS Unit responds to EM's request for review/analysis and provides information regarding other staff requesting approval to attend, evaluations of previously attended conferences/seminars, and, when appropriate, will determine:

1. If the course is STC certified or currently available through an STC certified provider.
2. If the course is already planned for development and presentation through the department's STC training program.
3. If it is feasible to attempt to obtain individual STC certification for the course if the course is POST certified.
4. If it is feasible to attempt to obtain STC Work Related Education (WRE).
5. If there are sufficient funds in the department's general budget or the STC budget for reimbursement.

II. PROCEDURE

- A. Complete the Expediter Travel Request Form and Per Diem Worksheet six (6) weeks in advance of the travel/training. If a person is requesting STC Certification, complete the request six (6) weeks in advance of the first day of the training.
- B. Indicate whether the training is STC, non-STC or Peace Officer Standards and Training (POST) certified by so indicating at the top of the form under "Instructions." If the answer is yes, provide the STC/POST certification number. If the certification number is unknown but the course is STC/POST certified, indicate certification is unknown.
- C. Submit the completed form along with copies of the course description/outline, brochures or other materials which describe the course content and cost information via the Expediter process.
 1. If an employee wishes to request a Special Certification or Work Related Education (WRE) by the STC Program for his/her training, this should be noted on the Expediter Travel Request Form.
 2. If the request is disapproved at any level, it will be returned to the individual.
- D. The form is forwarded via Expediter to appropriate supervisors and managers and approved by the CDPO. Following CDPO approval, the request will be sent to Budget and the TVS Unit. Please refer to the below process chart and Expediter Group Names for Routing:



For normal processing, after the request for outside training, conferences or professional association activities is approved by EM, the TVS Unit DD and Budget, it is forwarded to the TVS Unit Training Coordinator for processing.

E. Upon receipt of an approved request (STC only), TVS Unit Office Specialist will email the employee requesting attendance of:

1. The level of support authorized;
2. Any conditions or stipulations of approval;
3. Any additional paperwork required; or
4. Approval to attend, as well as paperwork and documentation required from the employee after attending the training/conference.

This along with the employee's copy of the form is then returned to the requestor.

F. Enrollment, registration, airline reservation, hotel reservation, and other travel plans are the responsibility of the employee. Those traveling outside of the general area (nine Southern counties: San Luis Obispo, Kern, Santa Barbara, San Bernardino, Ventura, Los Angeles, Riverside, San Diego, Imperial) must check the box on the Expediter Travel Request Form. If requesting a cash advance, please indicate so at the bottom of the form under Additional Information/Notes and refer to PMI 1-5-208 (Cash Advance Travel Request).

G. Upon completion of the outside training, the employee will forward all required documentation (certification of completion, etc.) as well as training materials they received (handouts, copies of PowerPoint presentations, etc.) to the TVS Unit Outside Training Coordinator.

H. For Special-Certified or WRE courses, trainees will be sent the appropriate evaluation form after the training and will be required to complete, sign and return to the Training and Volunteer Services Division within one work week following the training.

REFERENCES:

Procedures:	1-2-107	Educational and Professional Reimbursement Program
	1-5-207	Cal Card Policy and Procedures
	1-5-208	Cash Advance Travel Request
	1-5-209	Travel Authorization Procedure

1-5-210 County Travel and Mileage and Other Expenses Claiming Procedure

Policies

- A-1 Policy, Procedure and the Law
- A-2 Upholding Departmental Philosophy and Principles
- A-3 Dress, Grooming, and Personal Appearance
- A-3.1 Dress, Grooming, and Personal Appearance Guidelines
- A-7 Employee as Departmental Representatives
- A-15 Employee Participation in Corrections Related Organizations and Collateral Activities
- A-16 Training
- A-16.1 Outside Training (Non-Departmental)
- C-16 Employee Conduct - On Duty
- C-22 School Schedules - Employee
- G-9 Employee Out-of-County Trips
- G-10 Reimbursement for Meals and Lodging

J.Durk

APPROVED BY: