

BERKELEY POLICE DEPARTMENT

DATE ISSUED: September 16, 2004

GENERAL ORDER C-46

SUBJECT: CONFERENCE AND MEETING ATTENDANCE

PURPOSE

- 1 - The purpose of this General Order is to define the procedures to be followed when requesting permission to attend both local and non-local conferences and meetings.

POLICY

- 2 - Attendance at such functions by Department personnel shall conform to the policies contained in the City of Berkeley Administrative Regulation No. 3.4, "Policies and Payment for Conferences Meeting Attendance" and the related procedures outlined in this General Order.

DEFINITIONS

- 3 - A conference, generally, is a scheduled meeting of a professional society or organization, the activities of which are related to municipal activities and includes, but is not limited to, those of the:
 - (a) California Peace Officers' Association
 - (b) California State Juvenile Officers' Association
 - (c) Governor's Conferences
 - (d) Identification Officers' Association
 - (e) International Association of Chiefs of Police
 - (f) League of California Cities.
 - (g) P.O.S.T. Command College
 - (h) Alameda County Chief of Police and Sheriff Associations
- 4 - Not included are:
 - (a) Legislative hearings
 - (b) Law enforcement meetings called by the Attorney General
 - (c) Any assemblage where an officer's presence is required as a matter of law
 - (d) Travel required to conduct investigations or return prisoners.

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GENERAL ORDER C-46

- 5 - A meeting, generally, is a gathering of individuals to discuss matters pertaining to City business.
- 6 - Seminars and training sessions are scheduled meetings designed to provide information or to up-grade skills, the contents of which shall pertain directly to City-related services.
- 7 - Conferences, meetings and seminars and training sessions are classified according to their location:
 - (a) Local includes the Bay Area and other locations where total travel and meeting can be accomplished within one day.
 - (b) A non-local conference, meeting or seminar is one where distance or duration of the conference, meeting or seminar requires overnight travel, or attendance for more than one day regardless of the distance traveled.

POLICIES

- 8 - Attendance shall conform to the policies contained in City of Berkeley Administrative Regulation No. 3.4, "Policies and Payment for Conference and Meeting Attendance", revised **June 15, 2002** and which may be amended or superseded by further directives.
 - (a) **Travel to the place of the conference, meeting or training session, if at a location requiring more than four hours of driving time round-trip will, whenever possible be by air.**
 - (b) All other methods of travel shall conform to those described in the Administrative Directive.

REQUESTS

- 9 - Class time missed as a result of an excused or unexcused absence shall be made up with the instructor's approval, prior to receiving a certificate of completion.
- 10 - Employees shall be recognized for successful completion of training programs by the Training Manager. The Training Manager shall maintain a listing of those courses completed by each member of the Department.
- 11 - An employee desiring to attend a local conference, meeting or training session wherein there is an expenditure (i.e., meals, tuition or registration), or any non-local conference, meeting or training session), shall at the earliest possible time, submit a written request to the employee's commanding officer via **"Outside Training Request" form detailing:**
 - (a) Name and/or nature of the conference, meeting or training session

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BERKELEY POLICE DEPARTMENT

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GENERAL ORDER C-46

- (b) Location and distance from Berkeley
 - (c) Length of absence from Berkeley, including travel time, actual dates involved and anticipated method of travel
 - (d) Justification for method of travel if other than set forth above
 - (e) Any regularly scheduled days off
 - (f) Approximate cost of transportation, hotel, meals, registration, etc.
 - (g) Means of contact in case of emergency.
- 12 - **All training needs to be approved first through the appropriate staffing Lieutenant. Those assigned to attend this training during their regular duty shift shall attend in an on-duty status. Employees shall not “flex” or adjust their schedule in order to attend training and receive either paid overtime or compensatory time.**
- 13 - **If approved, the Division Commander shall forward the request to Personnel and Training, indicating whether funds have been budgeted or are available.**
- 14 - **Personnel and Training** will prepare and forward the "Attendance and Travel Request" form, submitting it to the Chief of Police for review. If approved, it will be forwarded to the Budget Officer in the City Manager's Office for final review.
- (a) **Personnel and Training** insures appropriate notifications are made to the officer and his/her commanding officer(s) regarding status of the training class.

COMPENSATION FOR TRAVEL TO OUT OF TOWN TRAINING SESSIONS

- 15 - **Under section 29 C.F.R. 785.39 of The Fair Labor Standards Act (FLSA), it provides that travel time is compensable work time when it occurs during the employee's regular working hours. Under this regulation, compensable travel time includes travel time that occurs during the employee's normal working hours on nonworking days.**
- 16 - **“Travel time to” refers to the time it takes to get from the PSB to conference/training. “Travel time from” refers to the time it takes to get from the conference/training back to the PSB.**
- 17 - **When attending an approved conference/training, travel time will be compensable from the time the employee leaves the PSB to the time they arrive at their destination (i.e. hotel, class). On the return, travel time will be compensable from the time the employee leaves the conference/training**

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GENERAL ORDER C-46

to the time they arrive at the PSB or their residence.

When attending an approved conference/training, the time given for lunch is not compensable. Participation in socials, gatherings, meetings that are not required for the completion of the conference/training are not compensable.

- 18 - For auditing purposes, when completing the "Training Time Credit Record" the time spent traveling needs to be documented separate from the "times attended." This travel time needs to be hand-written onto the Training Time Credit Record.

ADVANCE PAYMENT

- 19 - An advance expense claim may be submitted where estimated conference, meeting, or training session attendance expenses for food, lodging, registration, and other major expenses **are expected** exceed 50.00 dollars.
- (a) Minor expenses such as telephone calls, bridge tolls, parking, taxi or limousine fares, and mileage should not be included in the estimate of expenses.
 - (b) A conference brochure showing dates and rates must be attached for justification of hotel, banquet and registration (if not paid separately) costs.
 - (c) The City will pay 30.00 dollars per diem for food when a full day's meals are required. When less than three meals are required, reimbursement shall be consistent with current P.O.S.T. reimbursement policy.
 - (d) If approved, the City will advance 100% of estimated expenses except for transportation costs such as car rental, taxi, mileage, etc.
- 20 - All requests for advance payment will be submitted, by the Personnel and Training Bureau to the Chief of Police, with a Departmental Order that shall represent a request to attend the conference or meeting. **Requests should be processed at least thirty (30) days prior to the scheduled event to ensure advanced payment and staffing notification.**
- 21 - If approved, the following procedures take place:
- (a) **Personnel and Training** will prepare and forward the "Attendance and Travel Request" form and related advance expense information to the Auditor's Office. Those requests forwarded to the **Auditor's Office less than 30 days prior to the date of the conference, meeting, or training are not guaranteed advance payment.**

BERKELEY POLICE DEPARTMENT

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GENERAL ORDER C-46

- (b) If the advance payment is allowed, a warrant will be prepared for the attendee.
 - (c) **If hotel reservations are necessary, the employee will contact Personnel and Training with their credit card number in advance, or other arrangements will be made to secure the reservation.**
- 22 - If an advance has been obtained or if the event attended was a POST-reimbursed training program and expenses were incurred, an expense account, accompanied by receipts for expenses as required, must be **submitted to Personnel and Training**, via the employee's Commanding Officer, within five (5) days of the employee's return from the program.
- (a) In the event an advance was obtained:
 - (1) List the expenses and deduct the money advanced.
 - (2) If further reimbursement is required, note it on the expense account form.
 - (3) If money is owed the City, a check for the balance, made payable to the City of Berkeley, shall be attached to the expense account form.

References: City of Berkeley Administrative Regulation No. 3.4, revised **June 15, 2002** (Police Regulations 245, 263, and 264)