

## TRAINING 1-000

### 1-000.0 TITLE: COMPENSATION FOR RESERVE OFFICERS

Effective Date: 11-1-83

Revised Date/ Reviewed Date: 2-20-87, 5-16-06

### 1-000.1 PURPOSE & SCOPE:

Procedures whereby Reserve Officers will receive payment for duties performed under certain conditions.

Reserve Officers may only receive pay when private organizations are contracting with the City for police services. Reserve personnel are available and willing to work the contract overtime. Reserves will be paid at the same hourly rate, on a straight time basis, as a First Step Police Officer.

### 1-000.4 PROCEDURES:

#### I. Preparation For Reserve officer Compensation

##### A. Form Completion

1. One (1) Personnel Action Form will be completed on each qualified Level I and Level II Reserve Officer. In addition, each qualified Reserve Officer shall complete a W-2 Form. The qualified Level I and Level II Reserve Officers working contract services will be carried on the Department payroll as hourly employees pending approval of the Chief of Police.
2. All approved forms shall be forwarded to the Personnel Department.

##### B. Personnel Action

1. The Personnel Department shall notify the Finance Department of the hourly employee/s and shall list the qualified Reserve/s on permanent monthly time sheets.
2. The Department Payroll Clerk shall compute the time a Reserve Officer may have worked in any given month, and shall submit that time to Payroll.
3. The qualified Reserve officer will remain on the Department payroll until terminated, whether or not the Reserve has accumulated any paid time.

## TRAINING 2-000

### **2-000.0 TITLE: OVERVIEW OF THE PRE-EMPLOYMENT BACKGROUND INVESTIGATION PROCESS**

Effective Date: 03-06-02 (Author: Captain Romero)

Revised/Reviewed Date: 5-16-06 (Sgt. D. Leonard)

### **2-000.1 PURPOSE & SCOPE:**

The purpose of this procedure is to place responsibility for conducting pre-employment backgrounds and to provide investigative guidelines. It is the policy of the Pomona Police Department to conduct background investigations in a fair and impartial manner while safeguarding the best interests of public safety.

### **2-000.2 STATUTORY REFERENCE:**

California Government Code Section 1031(d)

Hiring practices are regulated by a variety of laws, including but not limited to:

Title VII of the Civil Rights Act of 1964 (42 USC 2000-2(e)) and the Civil Rights Act of 1991 (42 USC 1981)

Americans with Disabilities Act of 1990 (42 United States Code 12101 et. seq.)

California Fair Employment and Housing Act (Government Code Section 12900 et. seq.)

Non-discrimination in state-supported programs (Government Code Section 11135)

Sexual Orientation Discrimination (Labor Code Section 1102.1)

### **2-000.3 DEFINITIONS:**

“Background Investigation” – A background investigation is a systematic collection of facts and opinions from persons who have known an applicant, or from persons who have custody of records regarding an applicant’s past performance.

### **2-000.4 PROCEDURE:**

- I. Overview of the pre-employment background investigation process
  - A. Reasons for Conducting Pre-employment Background Investigations
    1. Legal Requirements
      - a. Peace Officers
        - 1) Government Code Section 1029 (Conviction of felony as disqualification for peace officer)

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- 2) Government Code Section 1030 (Fingerprinting of peace officers)
  - 3) Government Code Section 1031 (Public officers or employees having powers of peace officers; minimum standards)
  - b. Public Safety Dispatcher
    - 1) California Code of Rules and Regulations (CCR) Section 1018(c).
  - c. Other Employees
    - 1) All other employees employed by the Pomona Police Department shall undergo a pre-employment background.
    - 2) The waiving of any portion of a background investigation beyond that required by law shall only come from the Chief of Police, and documented in writing.
    - 3) The investigative format and depth may vary depending on position.
2. CLETS requirements
- a. CLETS Policies, Practices, and Procedures Section 1.9.2 states: *“All persons, including non-criminal justice, volunteer personnel, and private vendor technical or maintenance personnel, with ongoing, physical access to CLETS provided information or to Criminal Offender Record Information (CORI) are required to undergo a background check.”*
  - b. California Code of Regulations, Title II, Article 1, 703(d) states: *“Record checks shall be conducted on all personnel hired after July 1, 1975, who have access to criminal offender record information.”*
  - c. Section 707(b) states: *“Record checks shall be conducted on all personnel hired after July 1, 1975, who have access to the computer system, its terminals, or the stored criminal offender record information.”*
3. POST Requirements

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Most POST Regulations have been incorporated into the California Code of Rules and Regulations (CCR). This body of law was formerly known as the California Administrative Code.

All POST regulations are binding upon agencies who have been admitted into the POST program. The Pomona Police Department is such an agency.

Certain regulations (e.g., peace officer hiring standards) are binding upon all law enforcement agencies. POST also publishes a variety of advisory guidelines and procedures.

- a. POST Regulation 1002 (Minimum standards for employment - Peace Officers)
  - b. POST Regulation 1007 (Minimum standards for employment - Reserve Peace Officers)
  - c. POST Regulation 1018 (Public Safety Dispatcher Programs)
4. Agency Requirements
- a. The Pomona Police Department adheres to POST Regulations and hiring authority granted by the Pomona City Code.
  - b. All responsibility for pre-employment backgrounds falls within the scope of the Administrative Services Division.
    - 1) Only those designated people within that chain-of-command shall be entitled to investigate, process, prepare, or file background investigations.
  - c. Confidentiality shall be strictly adhered to. At no time during the investigation or thereafter, shall any portion of the investigation be revealed to persons other than those authorized.
  - d. Background investigators are obligated to follow the chain-of-command on issues requiring legal opinion or guidance from the City Attorney's Office or other legal counsel.
5. The aim of a successful background investigation is to ensure the hiring of qualified people. Negligent hiring can be attributed to incomplete or inadequate background investigations. Background investigators should continually be mindful of:
- a. Potential for criminal or civil liability

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- b. Negative impact on employing agency
- c. Negative impact upon the community

See: Background Investigation Disqualifiers (PDEV 2-010) and Background Investigator Selection (PDEV 2-005)

### II. Documentation of peace officer background investigations

#### A. File organization

- 1. Background investigators and clerical staff shall follow agency policies regarding the background investigation process and individual file organization.
- 2. The agency follows POST recommendations as contained in the *POST Peace Officer Background Investigation Manual*.
- 3. Any deviation from this policy must have the prior approval of the Chief of Police.

### III. Retention of background investigation records

- A. POST Commission Procedure C-1 requires that background files *"shall be retained by the jurisdiction as a source of authenticated information on personnel for present and successive administrators"*.

In other words, POST requires that an agency retain background investigation files for as long as the individual remains in the agency's employ.

- 1. Completed Pomona Police Department Background Investigation files shall be maintained by the Administrative Investigations Unit.
- B. POST requirements do not address the retention of files for persons who are not hired.

Retention of these records shall be governed by City of Pomona policies in compliance with state and federal law.

### IV. Roles and responsibilities of the background investigator

#### A. Conduct an objective investigation

- 1. Background investigators should not prejudge applicants. Applicants should be evaluated on their own merits.

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2. The usual job of the investigator is to collect, collate, and disseminate information to assist the Chief of Police in making a sustainable hiring decision.
- B. Conduct a thorough investigation
1. In conformance with Pomona Police Department policy, the investigation should be sufficiently thorough to address the applicant's suitability (or unsuitability) for the position sought.
  2. At a minimum, the investigation must be able to stand up to a POST compliance inspection, if applicable to the position.
  3. Should properly document investigative actions
- C. Conduct a defensible investigation
1. The actions of the investigator and the content of the investigation must always be consistent with the law.
  2. The actions of the investigator and the content of the investigation must be consistent with City of Pomona policy and practices.
- D. Culturally aware
1. As with any type of law enforcement contact, Background Investigators should apply appropriate strategies for effective interactions with cultural groups.
  2. The Background Investigator should treat all persons with dignity and respect.
- E. Professional
1. Demeanor must always be professional
  2. Behavior must always be ethical
  3. The investigator should leave a positive impression on others
- F. The Background Investigator must be up to date with the Pomona Police Department's hiring process and familiar with guidelines set by Human Resources Department to ensure fair and equitable treatment of all applicants.
- V. Fair employment definitions

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- A. An "applicant" is anyone who inquires about, applies for, or who is deterred from applying by past practices, for any position within an agency (including application for promotion).
- B. An "employee" is anyone, paid or unpaid, who is allowed to perform any function for the employer (e.g., full-time employee, reserve, independent contractor, explorer, volunteer, etc.).
- C. "Discrimination" is treating an individual differently based upon a protected classification.
- D. A "person with a disability" is a person who:
  - 1. Has an impairment which substantially interferes with a major *life function* (which includes the ability to obtain or retain a job), or
  - 2. Has a record of such an impairment, or
  - 3. Is regarded as having such a disability.
- E. "Disparate treatment" is treating a group or individual differently based upon a protected classification.
- F. "Protected classification" refers to any area defined by legislation (FEHC, ADA, Title VII, Age Discrimination in Employment Act and California legislation) to be protected. These include, but are not limited to:
  - 1. Race
  - 2. Religious or non-religious affiliation
  - 3. Color
  - 4. National origin
  - 5. Ancestry
  - 6. Gender
  - 7. Physical or mental disability
  - 8. Marital status
  - 9. Sexual orientation
  - 10. Age

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11. Pregnancy
  12. Filing of worker's compensation claims
  13. Political affiliation
  14. Bankruptcy
- G. "Americans with Disabilities Act of 1990" (ADA) refers to a body of law which prohibits discrimination based upon actual or perceived disabilities.
- H. "Conditional offer of employment," simply stated, refers to an offer of employment after the applicant has been found otherwise qualified for the position applied for up to that point in the hiring process.

Note: The POST document *The Americans with Disabilities Act: Questions and Answers (1995)* contains a more comprehensive description:

*"A conditional offer of employment is a legitimate, bona fide job offer that deems the individual qualified on all assessments conducted to that point.*

*To be considered bona fide, a conditional offer should not be extended until after the candidate has been judged as qualified on all selection steps that do not include medical or other pre-offer inquiries prohibited by the ADA. "*

- I. A "pre-offer inquiry" refers to any inquiry made prior to the extension of a conditional offer of employment.
- J. "Post-offer inquiry" refers to any inquiry made after the extension of a conditional offer of employment.
- K. "Essential job functions" refers to those tasks which are absolutely necessary to perform the job with or without reasonable accommodation.
- L. "Reasonable accommodation" is anything which is reasonably necessary to accommodate an applicant or employee's ability to perform an essential job function. (Reference Government Code Section 19231)
- M. "Job dimensions," refer to the 15 peace officer job dimensions identified and validated by POST.
- N. "Job traits" refers to the 15 personal characteristics identified by POST for Public Safety Dispatcher applicants in the document *Public Safety Dispatcher Job Analysis of 1991*.
- O. "Medical Examinations" are procedures or tests that seek information about the existence, nature, or severity of an individual's physical or mental

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impairment, or that seek information regarding an individual's physical or psychological health. This typically includes physical and psychological examinations.

- VI. Regulatory agencies involved in fair employment practices and enforcement.
  - A. Equal Employment Opportunity Commission (EEOC)
    - 1. Federal agency responsible for investigating discriminatory practices
    - 2. The EEOC can bring an action against a governmental agency for unfair labor practices
    - 3. The EEOC can issue cease and desist orders
  - B. Department of Fair Employment and Housing (DFEH)
    - 1. California equivalent to EEOC which is also responsible for the investigation of discriminatory practices
    - 2. DFEH can also bring an action against a governmental agency for unfair labor practices
    - 3. DFEH can also issue cease and desist orders
  - C. Department of Justice (DOJ) refers to both the State and Federal agencies which could bring legal action for violation of the Americans with Disabilities Act, or other civil rights violations
  - D. Local Human Rights, Civil rights, or Affirmative Action Boards and Commissions may also have an interest in the employment practices of the Pomona Police Department.

## TRAINING 2-001

### 2-001.0 TITLE: USE OF POLYGRAPH EXAMINATION DURING BACKGROUND INVESTIGATIONS

Effective Date: 03-06-02 (Author: Capt. Romero)

Revised/Reviewed Date: 5-16-06 (Sgt. D. Leonard)

### 2-001.1 PURPOSE & SCOPE:

The use of a polygraph or other detection of deception device in the selection process is not mandated, but is a matter of Pomona Police Department policy.

### 2-001.2 STATUTORY REFERENCES

California Labor Code 432.2

Federal Employee Polygraph Protection Act of 1988 (29 USC. 2001 et. seq.)

### 2-001.4 PROCEDURE

#### I. Purpose of examination

- A. Detection of deception examinations aid in establishing and confirming background information (e.g., the content of the Personal History Statement)
- B. The examinations also aid in uncovering disqualifying information not available from other sources (e.g., self-admissions)
- C. Examinations encourage candid responses to lawful inquiries

#### II. Placement within selection process

Detection of deception examinations can be conducted in one of three ways:

- ◆ Single exam conducted pre-conditional job offer
  - ◆ Single exam conducted post-conditional job offer
  - ◆ Bifurcated exam - two part process with inquiries made at the appropriate time within the selection process.
- A. Pre-conditional job offer examination
    - 1. Certain areas of inquiry are restricted by the Americans with Disabilities Act.
      - a. All medical, injury, and Worker's Compensation questions are prohibited.

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- b. The examiner may ask what illegal drugs have been used in the past and may inquire about recency of illegal drug use. The examiner, however, may only inquire about **frequency of use** with regard to "current" illegal drug use.
  - c. May ask questions about alcohol-related crimes, but may not ask about the frequency or degree of consumption.
2. Disadvantages of examination before the conditional job offer
- a. Expensive - prompts the need for a second examination after the conditional job offer.
  - b. Medical, injury, Worker's Comp questions are prohibited.
  - c. Inquiries as to the frequency of illegal drug use are limited to **current** use.
  - d. Inquiries about lawful alcohol consumption are prohibited.
  - e. The examiner cannot inquire as to if the applicant is under the influence of any lawfully prescribed drug or medication which might affect the outcome of the examination.
- B. Post-conditional job offer examinations
1. Areas of inquiry are no longer restricted by the Americans with Disabilities Act
- a. All job-related medical, injury, and Worker's Compensation questions are permitted.
  - b. The examiner is free to inquire about the full extent of illegal drug use.
2. Advantages of examination after the conditional job offer
- a. The examiner may ask any job-related medical questions.
  - b. The examiner may inquire as to if the applicant is under the influence of any drug or medication which might affect the outcome of the examination.
  - c. The examiner may be able to clarify and confirm discrepancies or inconsistencies which have emerged at any point during the selection process.

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3. Disadvantages of examination after the conditional job offer:
  - a. The background investigator may be deprived of job-relevant information which might have disqualified the applicant earlier in the selection process.
  - b. The background investigator may be deprived of investigative leads which could have been pursued earlier in the selection process.
- C. Bifurcated exams
  1. Two-part exam with the medical portion following the post-conditional job offer
  2. Disadvantages:
    - a. Extra expense
    - b. Creates another step in the process
  3. Advantages:
    - a. Provides certain information "up front," with the ability to clarify and confirm issues at a later point.
    - b. Enhances the investigator's ability to explore more areas in which to evaluate the applicant's suitability
- III. Legal considerations
  - A. The use of detection of deception examinations is not prohibited as a screening device for evaluating applicant for **public employment** in California (California Labor Code 432.2)
  - B. Government agencies are exempt from the Federal Employee Polygraph Protection Act of 1988 (29 USC. 2001 et. seq.) which prohibits most private employers from requiring polygraph examination as a condition of employment
- IV. Considerations for selecting detection of deception examiners
  - A. The Pomona Police Department's policy is to use only qualified and certified examiners.

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1. Certification of polygraph examiners is provided by professional associations (e.g., the American Polygraph Association, the California Association of Polygraph Examiners).
  2. Licensing requirements for polygraph examiners were eliminated by the State of California in 1989.
- B. The selection of certified examiners rests with the Chief of Police and shall meet all city regulations for contracted services.
- C. The Training Sergeant shall ensure that all examiners utilized by the Pomona Police Department receive appropriate direction from Human Resources Department regarding what questions may or may not be asked. Such direction shall be documented and retained by both Human Resources and the Pomona Police Department.
- D. The Administrative Services Lieutenant shall be responsible for conducting an annual review of examiner services.
- V. Examination methodology

Note: If the examiner or agency elects to record the examination process, it must be done with the knowledge of the applicant and in compliance with agency policy.

- A. Procedural aspects of administering detection of deception examinations should include:
1. Explanation of the examination process
  2. Written questionnaire and waivers are completed by the applicant
  3. Pre-test interview
  4. Conduct examination
  5. Post-test interview
    - a. Applicants are informed of any reactions indicative of deception.
    - b. Applicant is given at least one opportunity to explain the reactions.
  6. Examiner's written report
    - a. Summary of all relevant information reported during the examination.

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- b. Indicates one of the following conclusions:
    - 1) Deception was detected
    - 2) Reactions were inconclusive
    - 3) No deception was detected
  - c. May include examiner's observations and comments.
  - d. The final report is directed to the specific background investigator assigned to the candidate and is properly filed as dictated by policy.
    - 1) It is the Training Sergeant's responsibility to brief the Administrative Services Division Lieutenant of results and to ensure that the automated tracking system reflects pass/failures.
    - 2) The Administrative Services Lieutenant shall ensure the Captain of the Division and Chief of Police are briefed on status updates.
- B. Disqualifying admissions and discrepancies
- 1. An applicant should not be disqualified solely on the basis of physiological reactions manifested during a polygraph examination or voice stress analysis.
  - 2. It is the Chief of Police's final decision as to whether or not an applicant will be disqualified based on admissions made to the examiner.
  - 3. Applicant admissions, which are not in and of themselves disqualifying, may be handled as discrepancy issues by the background investigator.
- C. Specific examinations - single issue
- 1. A specific examination is a directed follow-up polygraph examination used to clarify or resolve deceptive reactions which occurred during the initial pre-employment screening examination.
  - 2. There are validity and reliability studies to support this type of polygraph test.

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3. An applicant can be disqualified solely on the basis of physiological reactions manifested during a **specific** polygraph examination.

### VI. Working relationship of the examiner and background investigator

- A. The working relationship between the background investigator and examiner should be one of information exchange.
- B. Background investigators, at the Department's discretion, may wish to monitor examinations.
- C. Information should be kept confidential and should not be disseminated to uninvolved parties.

## **TRAINING 3-000**

### **3-000.0 TITLE: EMPLOYEE TRAINING FILES**

Effective Date: 10-30-00 (Author: Sgt. M. J. Ervin, Sr.)

Reviewed/Revised Date: 04-19-06 (Sgt. D. Leonard)

### **3-000.1 PURPOSE & SCOPE:**

The purpose of this procedure is to provide for the confidentiality of information maintained in Employee Training Files and to place responsibility for the preparation, maintenance, and security of those files.

The confidentiality of employee personnel records is of primary concern to this Department. Contents of the Employee Training Files qualify as “employee personnel records” and therefore shall be held confidential and remain in the care and custody of the Training Division Administrative Assistant.. Other than those employees specifically and currently assigned to the Training Division, anyone wishing to access the contents of another employee’s Training File shall first obtain the approval of the Training Sergeant. .

### **3-000.2 STATUTORY REFERENCES:**

§ 832.7 of the California Penal Code – Personnel Records; Confidentiality

§ 832.8 of the California Penal Code – Personnel Records; Definition

### **3-000.4 PROCEDURE:**

#### **I. FILE CREATION/MAINTENANCE**

- A. The Training Division shall create Training Files upon employment for all employees of the Police Department, sworn and civilian alike and shall be maintained throughout the duration of each employee’s continued employment with this Department.
- B. Twice annually, in January and again in July of each year, the Training Division Administrative Assistant shall audit all Training Files against a current list of Department personnel. This shall be done to ensure that all files are present and accounted for.
  - 1. New files shall be created as needed. The absence of any existing files shall be immediately reported to the Training Sergeant in writing..
  - 2. The results of each audit shall be documented and forwarded to the Professional Standards Lieutenant through the chain of command.

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### **II. REVIEW OF TRAINING FILE**

- A. Employees wishing to review the content of their own Training File may do so in the presence of the Sergeant assigned to the Training Division.. This review shall be arranged in advance of the review with due regard to the needs of the employee and the Sergeant's work schedule.
  - 1. Employees wanting a copy of any document/s within the Training File shall identify the documents to be copied and return the file. Any copies will be made by the Training Division Administrative Assistant..
- B. Approved review of another employee's Training File shall occur in the presence of the Sergeant assigned to the Training Division..
- C. Unless specifically authorized by the Training Sergeant, no copying of file documents shall be permitted. This review shall be arranged in advance with due regard to the needs of the employee and the Sergeant's work schedule.
- D. Each file shall contain a log sheet reflecting, at minimum:
  - 1. who has reviewed the file;
  - 2. who approved the review;
  - 3. the purpose of the review, and
  - 4. the date on which the file was reviewed.

### **III. TRAINING FILE SECURITY – CUSTODIAN OF TRAINING RECORDS**

- A. Employee Training Files may only be removed from the training division office by order of the Chief of Police or under proper subpoena, and then only if accompanied by the Training Division Administrative Assistant who shall be the official Custodian of Training Records.
- B. Employee Training Files shall be maintained in the Training Division's Administrative Assistant's office and shall be kept secured from unauthorized access.

### **IV. ELECTRONIC TRAINING MANAGEMENT SYSTEM**

- A. The Training Management System (TMS) which contains employee training information shall be considered part of the employee's training files.
  - 1. Employees may request a copy of their "TMS" report. A copy shall be made and can be sent electronically or forwarded to the employee.

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2. IA may request a copy of an employee's "TMS" report. A copy shall be made and can be sent electronically or forwarded to IA. An additional copy of that report shall be made at the same time. This copy shall be placed in the employee's training file with a notation at the top "Copy Sent to IA" and the date.
3. Supervisors may review a copy of their employee's "TMS". This copy shall be reviewed at the training division. Upon review that copy shall be placed into that employee's training file with the notation of the supervisor reviewing the file and the date.
4. Training Division personnel with access to the "TMS" system may review files at anytime for training purposes.
5. The "TMS" information will be updated and maintained by the Training Division Administrative Assistants .

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- V. Disposition of File on Employee's Resignation, Retirement or Termination
  - A. Retain five (5) years on resignation;  
Retain one (1) year on retirement;  
Retain five (5) years or final resolution of any appeal on termination.
  - B. All Training Files shall be forwarded for archiving to the Human Resources Department at City Hall upon expiration of the "retention period" designated above.

## TRAINING 3-001

### 3-001.0 TITLE: TRAINING SCHOOLS AND CONFERENCES

Effective Date: 1-31-86

Reviewed/Revision Date: 4-25-06 (Sgt. D. Leonard)

### 3-001.1 PURPOSE & SCOPE:

To establish procedures for employees attending training schools and conferences. Procedures to include the following arrangements if applicable; registration, travel and lodging reservations, per diem, the request for, and the issuance of checks to attending employees to cover expenses.

### 3-001.3 DEFINITIONS:

Schools and budgeted conferences are placed into the following classifications:

- A. Commuter Schools: Those schools located within a **50 mile radius from the Department or work station**, to which it is possible to commute daily; no overnight lodging necessary but may be authorized by the training sergeant.
- B. Non-Commuter Schools: Those schools which are located outside of a **50 mile radius from the Department or work station** for which overnight lodging may be necessary. This also includes those schools for which lodging is a mandatory part of the school, even though the location may fall within a **50 mile radius of the Department or work station**.
- C. Conferences: Are previously budgeted and approved by the City Administrator. For attendance at those meetings or conferences not previously approved in the current fiscal year budget, permission must be obtained from the training sergeant..

### 3-001.4 PROCEDURE:

- I. Training Requests
  - A. All training requests shall be submitted through the appropriate chain of command on a Training Request Form. The Training request form is available from the training division. At the direction of the training sergeant in-house training may be requested via electronic mail.
    - 1. All sections of the Training Request Form shall be completed. This includes attaching the necessary flyers or class announcements to the form. An incomplete Training Request Form will be returned.
    - 2. Due to the high volume of requests and limited spaces in many courses it is recommended that the training request form be submitted at least six weeks prior to the course start date. Training requests will be arranged in the order

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they are received unless the course is required due to promotion or movement in position.

3. Every attempt will be made to grant requested training however the training request may be denied by the training sergeant.

### II. Post Reimbursement

Training personnel will determine if the school is reimbursable by the Commission on Peace Officer Standards and Training (POST), and by what plan.

### III. Reservations

Upon receipt and approval of the training request the, reservations in the school shall be made by an **Administrative Assistant assigned to the Training Bureau.**

### IV. Commuter Schools

Commuter schools shall be processed as follows:

#### A. Travel

1. If a Department vehicle is available, it shall be used for travel to and from the school/conference.
2. In those cases where a Department vehicle is not available, a personal vehicle may be used, after permission is obtained from the Training Sergeant.
  - a. An employee using his/her personal vehicle may request mileage reimbursement upon completion of the school/conference. Mileage reimbursement will be at the rate established by **POST.**
  - b. **Travel time to and from the school/conference will be considered as over-time if it requires more time than a regularly scheduled work day and will be paid as such, in accordance with the provisions of the applicable Memorandum of Understanding.**

#### B. Per Diem

1. Upon successful completion and submission of a certificate to training an employee attending a commuter school shall receive the **rate set by POST. This rate is set each year and is subject to change. The current reimbursable rates shall be available at the Administrative Assistants office and available upon request.**

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### V. Non-Commuter Schools/Conferences

#### A. Travel/Automobile

1. If a Department vehicle is available, it shall be used for travel to and from the school/conference, if within driving distance.
2. In those cases where a Department vehicle is not available, a personal vehicle may be used, after permission is obtained from the Training Sergeant.
  - a. An employee using his/her personal vehicle may request mileage reimbursement upon completion of the school/ conference. Mileage reimbursement will be at the rate established by **POST**.

#### B. Travel/Air

1. In some cases, depending on distance, travel will be by air. In these instances, travel arrangements will be handled by the Administrative Assistant assigned to the Training Bureau.
2. If a rental car is deemed necessary for travel, the Administrative Assistant assigned to the training division will make the necessary arrangements.

#### C. Driving in lieu of Air Travel

In those cases where an employee wishes to drive to a location in a personal vehicle or using a rental car may make the request to the training sergeant. If the training sergeant determines it is a reasonable request rental car arrangement/ mileage reimbursements will be granted.

#### D. Lodging

1. An Administrative Assistant assigned to training will make the necessary arrangements for lodging.
2. The Administrative Assistant making the reservations may use the training credit card to hold rooms. The Administrative Assistant will confirm if the hotel will accept a check issued by the city.
  - a. If a check will be accepted the total cost shall for the lodging shall be determined and a demand for a check shall be requested. The check shall then be forwarded to the person(s) needing the lodging.

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- b. If a check is not accepted the credit card can be used. A demand shall be issued as soon as the credit card bill is received to cover the costs.
3. Check in will usually be for the night before the starting date of a school/conference. The exceptions are those cases when a school/conference starts in the late afternoon or early evening, allowing time for travel and check-in.
4. Check out will be on the last day of the school/conference. Exceptions may be made due to travel time, locations, class hours, or other circumstances. The training sergeant will determine if an additional night will be authorized.
5. Reservations shall be made in the name of the employee attending the school/conference.
  - a. In many cases, those employees attending a conference are given a discounted room rate, if provider has reserved a block of rooms.
  - b. In the event that a discounted room rate is available, it is necessary to advise the hotel/motel, at the time of reservation, which school/conference employee will be attending.

### E. Per Diem

Those employees attending a non-commuter school or a budgeted conference are entitled to per diem as per the existing POST guidelines. The per diem check will be issued upon completion of the course and submission of the certificate of course completion to training. The employee may make a request to the training sergeant to receive their check prior to the course.

## VI. DEMANDS FOR CHECKS

It shall be necessary to create a "demand" for every check requested. These demands shall be processed by the Administrative Assistant assigned to the Training Bureau in the following manner.

### A. Necessary Information

The demand shall contain the following information:

1. Name of person to whom the check should be made.
2. Account to which expense should be charged.
3. Total amount requested.

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4. Reason for the request.
  5. If POST reimbursable, by what plan.
  6. Date check must be received from Finance.
- B. For a school, a per diem check will be issued to each employee, one for the school tuition if necessary, one for lodging, and if necessary one for other arrangements. A single check for all costs shall not be issued to one employee.
- C. For conferences, or in the event that tuition and/or lodging must be paid in advance,
1. Lodging checks are made out to the hotel/ motel for the total amount, including tax.
  2. Tuition checks are made out to the school/ provider, and may be paid at any of the following times, depending on the request of the school.
    - a. Mailed to the school/provider prior to the school/conference.
    - b. Paid upon billing after completion of a school/conference.
    - c. Paid by the employee attending the school/conference on the first day of class (see (B) above).
  3. Tuition, lodging, rental car, and other related expenses may be charged to the training credit card when necessary. This shall be documented in the training paperwork.
- D. Demands for payment of air travel and rental cars will be created by Finance when they receive the bill for these items.
- E. An employee may also request reimbursement for travel expenses incurred while at the location of a school/conference to which he has traveled by airplane, such as taxis, shuttle buses, etc. These will be reimbursed upon return from the school/conference WITH RECEIPTS turned in to the training division by the employee. The demand will be made in the name of the employee attending the school/conference.
- F. Routing of Demands
1. After the demand is created, it is then routed to Finance.

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2. A list of all demands created shall be kept in the Training Division. This shall be done by whoever is responsible for routing the demands; prior to routing any demand out of the Division.

### VII. Mileage Reimbursement

An employee, upon return from a school/conference, to which he/she has traveled in his/her personal vehicle, may request reimbursement for mileage by filling out a "Request for Mileage Reimbursement" form.

- A. The form will be routed to the Training Sergeant for signatures, and then to Finance Department for payment.
- B. Mileage reimbursement will be approved only if:
  1. No Departmental vehicle was available for use.
  2. Prior permission was obtained from the Training Sergeant or Lieutenant to use a personal vehicle.

### VIII. Notification To Employee

- A. Prior to the school/ conference, an employee will receive:
  1. Notice of Formal Training

A notice will be sent via electronic mail to the affected employee(s) and their supervisors notifying them of the training. The notice will include all necessary information such as dates, times, and if applicable travel, lodging, and rental car arrangements.
  2. POST Reimbursement Form #2-273 (if POST Reimbursable)

If required, this form is to be hand carried by the employee attending a school, to be given to the provider of same. This is the basis for reimbursement from POST.
  3. Copies of any other correspondence from school, if applicable.
  4. Checks will be distributed to the employee when they are received from Finance.

### IX. Record Keeping

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The Training Division shall keep the following records pertaining to any schools/conferences.

- A. Face page (worksheet) indicating:
  - 1. Title/name of school/conference
  - 2. Location
  - 3. Starting and ending dates
  - 4. Course control number, if available
  - 5. Names of those employees attending the school/conference.
  - 6. Documentation of the following:
    - a. Reservations made - date, time, if confirmed later by phone or mail
    - b. Tuition - amount and date of demand
    - c. Travel arrangements - date and time made, cost, date of demand
    - d. Lodging arrangements - date and time made, cost, date of demand
    - e. Per diem - total required and date of demand
    - f. Any other pertinent information
- B. Flier or agenda for school/conference, if available.
- C. Check stubs for any related checks mailed or distributed to employee.
- D. Copies of demands and mileage reimbursement requests.
- E. Any correspondence received from the provider of the school/conference.
- F. Copies of invoices received.
- G. Any other memos, paperwork, etc., pertaining to the school/conference.

## TRAINING 3-003

### 3-003.0 **TITLE: ASSIGNMENT OF CREDIT CARD FOR TRAINING BUREAU**

Effective: 9-24-02 (Author: Lt. McDonald)

Reviewed/Revised: 4-28-06 (Sgt. D. Leonard)

### 3-003.1 **PURPOSE & SCOPE:**

The issuance of a credit card will provide the Training Bureau with an expedient way of securing reservations within a limited time frame, in order to schedule personnel for training courses.

### 3-003.4 **PROCEDURES:**

#### I. Personnel Development & Training Staff

- A. The credit card is intended to enable Training Staff to facilitate reservations within a limited time frame.
- B. Specifically, the credit card shall only be used for the reservation of air travel, lodging, classes, rental cars and other necessary training needs as determined by the training sergeant.
- C. The credit card will not be issued to personnel assigned outside of the Training Division.

## TRAINING 3-004

### 3-004.0 TITLE: REQUIRED ANNUAL TRAINING

Effective Date: 1-1-87

Reviewed/Revised Date: 4-20-06 (Sgt. D. Leonard)

Prior Revised Date: 2/27/96; 3/27/97; 3/22/99; 4/10/00, 1/22/04

### 3-004.1 PURPOSE & SCOPE:

Describes the required annual training for department personnel on selected policies.

### 3-004.4 PROCEDURE

A. It shall be the policy of the Pomona Police Department for all sworn personnel, and all Reserve Officers to receive annual training on the following subjects:

1. Use of Force (Section 300)
2. Shooting Policy (Section 304)
3. Leg Restraint Device (Section 306)
4. Control Devices (Section 308)
5. Vehicle Pursuit Policy (Section 314)
6. Officer Response to Calls –Code 3 (Section 316)
7. Domestic Violence (Section 320)
8. Discrimination and Harassment (Section 328)
9. Disciplinary Policy (Section 340)
10. Handcuff Policy (Section 354)
11. Hazardous Material Response (Section 412)
12. Mental Illness Commitments (Section 418)
13. City of Pomona Harassment Policy

B. It shall be the policy of the Pomona Police Department for all non-sworn personnel to receive annual training on the following subjects:

1. Jailers
  - a. Use of Force (Section 300)

## TRAINING 3-004

- b. Leg Restraint Device (Section 306)
  - c. Control Devices (Section 308)
  - d. Vehicle Pursuit Policy (Section 314)
  - e. Officer Response to Calls- Code 3 (Section 316)
  - f. Discrimination and Harassment Policy (Section 328)
  - g. Disciplinary Policy (Section 340)
  - h. Mental Illness Commitments (Section 418)
  - i. City of Pomona Harassment Policy
2. Report Takers, Parking Enforcement, Code Enforcement, Citizen Volunteers, Cadets, and other non-sworn personnel that drive city vehicles and/or are issued control devices.
    - a. Use of Force (Section 300)
    - b. Control Devices (Section 308)
    - c. Vehicle Pursuit Policy (Section 314)
    - d. Officer Response to Calls- Code 3 (Section 316)
    - e. Hazardous Material Response (Section 412)
    - f. Discrimination and Harassment Policy (Section 328)
    - g. Disciplinary Policy (Section 340)
    - h. City of Pomona Harassment Policy
3. All other non-sworn personnel
    - a. City of Pomona Harassment Policy
    - b. Discrimination and Harassment Policy (Section 328)
    - c. Disciplinary Policy (Section 340)

### 3-004.5 PROCEDURES:

#### I. Training

It is the responsibility of all sworn and civilian supervisors to conduct the mandated annual training. The training shall be conducted during the first four months of each calendar year. The training shall be completed at the direction of the training sergeant.

#### II. Documentation

- A. Each Policy reviewed, will be documented by date, title of procedure, or policy, and the personnel who received the training. This documentation shall be signed by the supervisor certifying the training.

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- D. When the training is completed, the signed documentation shall be submitted to the Training Bureau, through the chain of command. The Training Bureau will be responsible for maintaining the records in a permanent file.

### III. Phase Trainees

- A. It shall be the responsibility of the Field Training Officer who is assigned to supervise a Phase Trainee in Phase One to provide exposure and understanding of the policies listed for all sworn personnel. The Training Officer in each phase of training should make every effort to expose the trainee to all the policies in the Pomona Police Department Policy Manual. Documentation of the training shall be made on the respective Daily Evaluations and included in the respective Weekly Summary.

### REVIEW OF PROCEDURE REQUIRING ANNUAL TRAINING

DATE: 2-25-98	BY: Sergeant Wright	REVISION: (Y-N) N
DATE: 1/21/99	BY: Sergeant Dave Johnson	REVISION: (Y-N) Y
DATE: 1/19/00	BY: Sergeant Capraro	REVISION: (Y-N) N
DATE: 4/10/00	BY: Sergeant Mike Ervin	REVISION: (Y-N) Y
DATE: 2/01	BY: Corp. Neaderbaomer	REVISION: No
DATE: 3/01	BY: Corp. Tartamella	REVISION: No
DATE: 10/03	BY: Sergeant Rob Baker	REVISION: Yes
Date: 4-20-06	BY: Sergeant Duane Leonard	Revision: Yes

## TRAINING 3-005

### **3-005.0 TITLE: ANNUAL INSTRUCTOR RE-CERTIFICATION TRAINING IN ARREST & CONTROL, SELF-DEFENSE, AND BATON**

Effective Date: 06/17/02 (Author: Corp. Hsu)

Revised/Reviewed Date: 05/04/04 (Author: Sgt. Hsu), 5-16-06 (Sgt. D. Leonard)

### **3-005.1 PURPOSE & SCOPE:**

Guidelines for the annual re-certification of department instructors in the area of Arrest & Control Techniques, Self-Defense Techniques, and Baton Techniques.

The Pomona Police Department has recognized the KOGA system as an approved method in training its officers in the area of arrest & control techniques, self-defense techniques, and baton techniques. The department has also selected instructors to continuously train new recruits, in-service personnel, and civilian jail personnel in this system. Certified instructors have also provided critical testimony in courts of law and depositions as “Expert Witnesses” in incidents where Pomona Officers have used force to subdue combative persons.

The hands-on skills are regarded as “perishable skills” and demand consistent review and training. To maintain competence and confidence in training department personnel, instructors must annually attend re-certification and instructor training courses in the area of arrest & control techniques, self-defense techniques, and baton techniques. The re-certification and instructor courses are sponsored and offered by the KOGA Institute.

### **3-005.4 PROCEDURE:**

#### **I. INSTRUCTOR SELECTION**

- A. To allow for a proper instructor-to-student ratio, and to meet the training schedules for police officer recruits and in-service personnel, the department should maintain a minimum of seven (7) instructors.
- B. Qualifications
  - 1. The candidate(s) must have three (3) years of law enforcement experience.
  - 2. The candidate(s) must not be currently under any discipline or action plan.

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3. The candidate(s) must receive letters of endorsement from their chain-of-command.

### C. Selection Process

1. When a vacancy occurs, the Training Bureau Sergeant will request letters of interest from qualified candidates.
2. The Training Bureau Sergeant will review the candidate's letter of interest and take factors into consideration such as sick time usage, past disciplinary issues, reliability, judgement, leadership, stability, listening skills, interpersonal skills, and the quality of work.
  - a. The Training Bureau Sergeant should seek the input of current KOGA instructors to assist in the selection process.
3. Final approval and selection to fill an instructor vacancy will be made by the Police Chief. The Training Bureau Sergeant will forward his recommendation through the chain-of-command for endorsement. This recommendation will then be forwarded to the Police Chief for final approval.

## II. INSTRUCTOR CERTIFICATION COURSES

- A. The KOGA Institute offers three (3) levels of instructor certification seminars.
  1. Arrest Control Techniques (ACT)
  2. Self Defense (SD)
  3. Straight Police Baton (SPB)

Each area of certification carries with it a required minimum number of training hours. Established hours are as follows: 120 hours for ACT, 120 hours for SD, and 40 hours for SPB. At the end of the seminar in which the instructor candidate attempts certification, they will be evaluated by both written and physical performance evaluations. Once successfully passing both testing procedures, the instructor certification is valid for one year from the date of issuance.

In order to maintain the certification, the instructor must attend a 40-hour refresher course each year, and successfully accomplish the appropriate written and physical performance

## TRAINING 3-005

evaluations. As the instructor accumulates more training hours, he/she gains additional knowledge and skills, which prepares him/her for the demanding requirements of higher-level certifications, carrying even greater responsibilities as an instructor.

### III. INSTRUCTOR CERTIFICATION

- A. All department approved instructors shall attend an annual forty (40) hour re-certification training course in the three levels of certification offered by the KOGA Institute.
- B. All instructors shall meet the requirements and standards set forth by the KOGA Institute to be an ACT, SP, and Baton Instructor. This is to ensure all department instructors are able to competently train and instruct in all areas.
- C. Only instructors meeting the KOGA Institute instructor standards shall be allowed to be the lead instructor in any department sponsored training course. Department instructors not yet meeting the KOGA Institute instructor standards may be utilized as an assistant instructor in any department sponsored training course.
- D. Proof of annual attendance and instructor certification, in any of the three areas, shall be submitted to the Training Bureau.
- E. Failure to meet any of the Instructor Certification guidelines will result in the exclusion of that instructor from the Department KOGA program.

## TRAINING 4-001

### 4-001.0 TITLE CONTRACT RANGE AGREEMENTS

Effective Date: 05-13-85

Revision Date: 7-30-98, 5-16-06 (Sgt D. Leonard)

### 4-001.1 PURPOSE & SCOPE:

Provides insight as to how contract agreements with outside agencies are processed and the requirements for outside city/agency use of the Pomona Police Department Pistol Range.

### 4-001.4 PROCEDURES:

- I. Cities/agencies that have law enforcement persons as stated in the California Penal code Section 830 are eligible for application to use the facility.
- II. The Pomona Police Department has the first right of use of the facility. Other cities/agencies who desire to use the range will schedule their dates with the Pomona Rangemaster on a first-come-first-served basis.
- III. The Camp Perry and the long range areas will be available for use by the contracting agencies.
- IV. The city/agency that wishes to use the Pomona Pistol Range must enter into a contractual agreement with the City of Pomona using the City of Pomona Agreement Form.
  - A. All inquiries reference the contractual use of the Pomona Police Department Pistol Range will be referred to the Administrative Staff Services Lieutenant who shall ensure that the requirements of this policy are met prior to any member of an outside agency using the facilities.
  - B. The Administrative Staff Services Lieutenant will present all needed documentation to the Chief of Police for his/her approval and signature.
  - C. All contractual agreements shall be maintained in the Administrative Staff Services Lieutenant's office.
- V. The city/agency that contracts to use the Pomona Pistol Range must have each of their personnel in attendance sign a Waiver of Liability and Hold Harmless Agreement that is provided by the City of Pomona Police Department. These must be filled out prior to each days activity by the outside city/agency while using the facilities.
- VI. The city/agency that contracts to use the Pomona Pistol Range must have a letter from that city/agency chief administrator requesting the use of the facilities on file with the Administrative Staff Services Lieutenant.

## **TRAINING 4-001**

- VII. The city/agency that contracts to use the Pomona Pistol Range must provide proof of insurance for at least one million dollars, plus \$50,000.00 property damage, endorsed to name the City of Pomona as an additional insured on file with the Administrative Staff Services Lieutenant.

## **TRAINING 4-002**

### **4-002.0 TITLE: SHOOT PROFICIENCY PAY AND HANDLING PROCEDURE**

Effective Date: 5-5-88

Reviewed/Revised Date: 4-20-06 (Sgt. Duane Leonard)

### **4-002.1 PURPOSE & SCOPE:**

Describes the process for shoot proficiency pay and payroll notification.

### **4.002.4 PROCEDURE:**

- I. Officers are entitled to receive firearms proficiency pay upon qualification during every other monthly qualification as per their current respective MOU with the city.
- II. The Range master shall compile a list of personnel who are eligible for shoot pay. The list shall be forwarded to the Training Sergeant and payroll as soon as possible after the Monthly Qualification Shoot.
- III. The Range Master shall maintain these lists in a range file.

## **TRAINING 4-003**

### **4-003.0 TITLE: REPLACING DEPARTMENT AUTHORIZED AMMUNITION**

Effective Date: 5-23-85

Reviewed/Revised Date: 4-20-06 (Sgt. Duane Leonard)

### **4-003.1 PURPOSE & SCOPE:**

Provides format for replacing department authorized ammunition during annual exchange.

### **4-003.4 PROCEDURE:**

- I. Once a year the Range Master will replace department authorized ammunition. This will be done during a regularly scheduled shoot determined by the Training Sergeant or Range Master. The Range Master will exchange the new ammunition with old ammunition up to a 40 round maximum. .
- II. The Rangemaster will maintain a Departmental alphabetical listing of the ammunition exchange. Each Officer receiving replacement ammunition will sign using their initials next to their name.

## TRAINING 4-004

### 4-004.0 TITLE: RANGE MAINTENANCE

Effective Date: 5-13-85

Reviewed/Revised: 4-27-06 (Sgt. D. Leonard)

### 4-004.1 PURPOSE & SCOPE:

Provides direction for Range maintenance.

### 4-004.4 PROCEDURE:

- I. The Rangemaster is responsible to insure that the range, range grounds, and all buildings assigned to the rangemaster are properly maintained. The Rangemaster shall make the necessary arrangements to have items that are in need of repair fixed or replaced based upon need and available funds..
- II. The Rangemaster shall insure that all contract services (ie. Landscapers and janitors) are completing their tasks. In the event that services are not rendered or completed as per contract the Rangemaster shall, in writing, inform the training sergeant.
- III. There are appropriate tools maintained at the range and available to the Rangemaster to complete any additional maintenance or grounds keeping that should arise that are within the Rangemasters capabilities. These tasks would be but not limited to sweeping, raking, trimming, painting, mopping, trash removal, and other basic tasks.
- IV. The Rangemaster shall keep the training sergeant apprised of any damage or maintenance issues at the range.
- V. The Rangemaster is responsible to monitor the lead catches and lead volume on both large and small backstops. The lead shall be removed by a licensed contractor when necessary.
- VI. A weekly examination of the steel backstops should be conducted and any holes in same should be welded up. If a backstop plate becomes damaged to present a hazard, a new plate should be welded over it. There is a roadway behind the backstop and the roadway shall be closed by placing the "Road Closed - Range in Use" sign in the roadway whenever the Range is in use.
- VII. The Rangemaster shall maintain the Range office and ammunition locker area.

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## TRAINING 1-000

### II. Special Operations Sergeant and Reserve Coordinator Responsibilities:

#### A. Special Operations Sergeant and Reserve Coordinator Responsibilities

1. The Special Operations Sergeant will continue to post requests for officers to work in accordance with prescribed divisional policy. Regular officers will be given ample time to sign up for the contract event.
2. Five (5) days prior to the published closing date, Level I and Level II Reserve Officers will be given the opportunity to fill the remaining vacancies. Once the assignment roster is closed to regular officers and forwarded to the Reserve Coordinator, a regular officer may not “bump” a Reserve Officer from the roster. Note: In the event of a “Short Notice Request”, the Special Operations Sergeant should solicit regular officers first to avoid supplanting the regular officers with Reserve Officers.
3. The special Operations Sergeant shall notify the Reserve Coordinator or his designated representative that there is contract overtime available and shall forward to the Reserve Coordinator a copy of the overtime assignment roster indicating the remaining vacancies.
4. The Reserve Coordinator will notify all designated and qualified Reserve Officers in an attempt to fill the overtime assignment.
  - a. A designated Reserve Officer shall be a Level I or Level II rated officer who has been approved to work overtime assignments by the Reserve Coordinator. This designation will be based upon the nature of the assignment, the Reserve Officer’s success in mandatory training, demonstrated ability and past performance.
  - b. A Level I Reserve Officer is legally qualified to work as a one-man unit while a Level II Officer must work under the direct supervision of a POST Certified Officer. Level II Officers can perform non-general law enforcement activities that are limited in scope and assignment. Both of these categories are subject, however, to the restrictions placed upon them by the Chief of Police or his designated representative, i.e., Reserve Coordinator.
5. The Reserve Coordinator shall advise the Special Operations Sergeant when a Reserve Officer has been located to fill the assignment and shall forward the copy of the overtime roster to the Special Operations Sergeant with the name/s of the Reserve/s who will work the contract overtime.

## **TRAINING 1-000**

6. If the Reserve Coordinator is unable to locate a Reserve who is willing to work the contract overtime, the Reserve Coordinator shall indicate on the roster “unable to fill”, forwarding same back to the Special Operations Sergeant at least 24 hours prior to the assignment.
7. The Special Operations Sergeant shall submit the request for overtime payment for the Reserve Officers in the same manner as with a regular officer working the same contract overtime.