

EXECUTIVE ORDER



Subject:	Self-Directed Learning (SDL) Program
Number	EO-21-019
Effective Date	July 22, 2021
Related to:	GO-PER-201.08 (Outside Training Program)

DISTRICT OF COLUMBIA

I. PURPOSE

The Metropolitan Police Department (MPD) recognizes the importance of investing in its talent by providing members with flexibility to seek further, ongoing professional education and development beyond mandated training. The Metropolitan Police Academy (MPA), Professional Development Institute (PDI) has developed a Self-Directed Learning (SDL) program to offer members additional opportunities to participate in various training programs. Empowering members to play an active role in their own career development, the SDL allows members to identify outside training and use up to 10 hours of administrative leave per fiscal year for job-related training. The purpose of this executive order is to outline the SDL program and provide members with the program criteria and application procedures.

II. PROCEDURES

A. The SDL program shall be administered by the MPA's PDI.

1. Members shall be responsible for all costs and fees associated with the SDL training and related travel.
2. Members will be allowed to take up to 10 hours of administrative leave per fiscal year for approved SDL training. The 10 hours do not have to be used at one time.
3. The SDL program is available for both sworn and civilian members.

B. Training Criteria

Training requested by members under the SDL program must be related to a function or mission of the MPD and the District of Columbia government and related to a future position that the member may reasonably pursue.

NOTE: Contingent on available funding and resources, the department will continue to grant administrative leave and cover the costs and fees associated with approved, non-SDL training directly related to a member's current position.

C. Training Requests

1. Members shall submit SDL training requests a minimum of thirty days in advance through their commanding official to the MPA for approval. Requests should include specific dates and times the member intends to attend as well as any related course and curriculum materials.
2. MPA shall review the requested training materials and confirm that the content appears to be consistent with MPD's mission and values and does not contradict MPD's policies or training. MPA shall forward the approved training request to the member through their commanding official.
3. Upon MPA approval of the training content, members shall submit a D.C. Standard Form 71 (Application for Leave) to their commanding official for approval and enter SDL in the remarks section on the form.

NOTE: SDL administrative leave shall count towards the district/division 15% leave cap.

- D. The MPA shall track members' SDL training in the Department's online learning management system and monitor use of SDL training leave.
- E. Time and attendance clerks shall ensure SDL is listed in the remarks of the approved SF-71, and they shall enter "SDL" in the comments section in TACIS.



Robert J. Contee III
Chief of Police

RJC:KDO:MOC:KDB

<i>Amendment #</i>	<i>Page #</i>	<i>Description of Change</i>	<i>Effective Date of Change</i>	<i>Name and Title of Authorizing Member</i>
1	1	Removed the reference to "calendar" year in Part I of the order and replaced it with "fiscal" year.	07/27/2021	Maureen O'Connell, Director, Policy and Standards Branch