

# GENERAL ORDER



DISTRICT OF COLUMBIA

Title  
**Outside Training Program**

---

Topic / Series / Number  
**GO-PER-201.08**

---

Effective Date  
**May 22, 2009**

---

**Replaces:**  
General Order 201.8 (Employee Training Program), Effective Date August 9, 1985

**Rescinds:**  
TT 02-053-08 (Employee Training Program), Dated February 15, 2008  
TT 03-084-09 (Outside Training), Dated March 26, 2009

**Related to:**  
DC Personnel Regulations Chapter 13, Part I (Employee Development)  
CALEA Chapter 33 (Training and Career Development)

I. Background.....	Page 1	IV. Regulations.....	Page 2
II. Policy.....	Page 1	V. Procedural Guidelines.....	Page 3
III. Definitions.....	Page 1	VI. Attachments.....	Page 6

## I. BACKGROUND

The purpose of training is to develop and enhance the knowledge, skills, and proficiency of members in order to ensure an efficient and effective workforce. The outside training program of the Metropolitan Police Department provides members opportunities to access expertise that does not currently reside in the Department.

## II. POLICY

The policy of the Metropolitan Police Department is to support members in acquiring and enhancing job-related knowledge and skills through a combination of internal and outside training.

## III. DEFINITIONS

When used in this directive, the following terms shall have the meaning designated:

1. Inter-agency Training – Outside training provided by a District Government agency other than the Metropolitan Police Department (MPD).
2. Outside Training – Training provided by any:
  - a. Person;
  - b. Firm, corporation, partnership, proprietorship, or other organization; and
  - c. Government entity other than the MPD.

3. Member – A sworn or non-sworn MPD employee.
4. Training – Course of instruction, seminar, conference, or other type of formal program conducted for the purpose of developing and enhancing job-related knowledge, skills, and/or proficiency.

#### **IV. REGULATIONS**

- A. The Outside Training Program shall be conducted in accordance with District Personnel Manual, Chapter 13, Employee Development.
- B. The Chief of Police or his/her designated official shall approve all requests for outside training. Commitments to attend outside training shall be made only after the Chief of Police or his/her designated official has approved, in writing, a training request.
- C. Members who attend outside training, which is conducted during duty hours, and which was not approved in advance by the Chief of Police or designee shall use their own annual or compensatory leave to attend the training.
- D. Members approved for participation in an outside training program, except as described in Part IV.H below, shall complete and meet the requirements of the Outside Training Obligated Service Agreement [UN Form 38-A (Attachment A)]. This Agreement shall require the member to:
  1. Continue in the service of the MPD after the end of the training period for a period of time equal to three (3) times the length of the training period, unless the member is involuntarily separated from the MPD [District Personnel Manual § 1310.1(a)];
  2. Pay to the MPD the amount of all expenses incurred in connection with the training, other than his/her salary (if any), if the member voluntarily leaves MPD service before the end of the period for which he/she had agreed to serve (District Personnel Manual § 1310.1(b));
- E. In determining the required service covered in the Outside Training Obligated Service Agreement, members shall be given credit for service performed beginning on his/her first workday after the end of the training (District Personnel Manual § 1310.3);
- F. Employees assigned to full-time outside training shall be counted as being in training the same number of hours as in a pay status during the training assignment, up to a maximum of eight (8) hours per day and forty (40) hours per week (District Personnel Manual § 1309.1).
- G. Members who enter into an Outside Training Obligated Service Agreement shall provide the MPD a minimum notice of ten (10) workdays prior to the member separating from MPD service (District Personnel Manual § 1310.4).

- H. An Outside Training Obligated Service Agreement shall not be necessary when members (District Personnel Manual § 1310.5):
1. Are selected for outside training provided by a manufacturer as part of a normal service contract as the result of purchase, lease, or demonstration of a product under a procurement contract;
  2. Are selected for outside training that does not exceed eighty (80) hours of duty time within a single training program;
  3. Are selected for training that is given through an independent study course; or
  4. When the cost of the training is below two thousand five hundred dollars (\$2,500).
- I. Members who are approved to attend outside training pursuant to this general order shall submit a certificate of successful completion of the training the Metropolitan Police Academy in accordance with this general order.
- J. Failure to comply with Part IV.I. above may result in the member being required to reimburse the MPD for any tuition and related fees, travel and *per diem* costs, and other expenses and the loss of annual leave to cover the length of the training in lieu of administrative leave granted.
- K. When it is determined that members have unjustifiably failed to complete an outside training program, the member shall pay to the MPD the amount of expenses incurred in connection with the training, other than his/her salary (if any) in accordance with these regulations (District Personnel Manual § 1312.2). The MPD, upon written determination of undue hardship may waive the repayment requirement (District Personnel Manual § 1312.3).

## V. PROCEDURAL GUIDELINES

- A. Members who wish to participate in an inter-agency or outside training program shall electronically submit a memorandum of request to the Chief of Police, through their chain-of-command, at least thirty (30) days prior to the date that such training is to take place.
1. The memorandum of request shall:
    - a. Include the following information:
      - (1) Name of the requesting member;
      - (2) Rank or series title and grade;

- (3) Date of appointment to the MPD;
    - (4) CAD Number;
    - (5) Brief description of the member's assignment;
    - (6) Justification for the training;
    - (7) Number of hours of administrative leave requested in order to attend the training; and
    - (8) Cost, if any, of the training.
  - b. Use the routing shown in the Outside Training Request Memorandum Heading (Attachment B);
  - c. Include as an attachment:
    - (1) Electronic copy of the brochure or other type of written narrative description of the training, including any related training/course numbers, that clearly identifies the content of the course of instruction being offered;
    - (2) Electronic copy of a completed and signed Metropolitan Police Department Outside Training Request [UN Form 38 (Attachment C)]; and
    - (3) Electronic copy of a completed UN 38-A (Outside Training Obligated Service Agreement) when the training equals or exceeds eighty (80) hours of duty time for a single training program or when the cost of the training is equal to or exceeds two thousand five hundred dollars (\$2,500).
  - d. Route the requesting memo and attachments electronically using the Administrative Channel Electronic Correspondence via the assigned inbox in the Global Address List.
2. Following the completion of approved outside training:
  - a. Forward, through the chain of command, within five (5) business days of returning to MPD duty, to the Metropolitan Police Academy, Academic Services Branch, a certificate indicating successful completion of the training and a copy of the related UN Form 38 with Box 25 completed; or
  - b. Submit a memorandum, through the chain-of-command,

explaining the reason(s) for the non-completion or failure of the training.

NOTE: As stated in Part IV.J above, failure to comply with Part IV.J. above may result in the member being required to reimburse the MPD for any tuition and related fees, travel and *per diem* costs, and other expenses and the loss of annual leave to cover the length of the training in lieu of administrative leave granted.

- B. Supervisory officials, Commanding Officials/Directors, and Bureau Heads shall review all requests for participation in outside training and approve those where the training enhances the ability of the member to contribute to achieving the element mission and objectives. Officials in the requesting member's chain of command shall have approve/disapprove the request within no more than seventy-two (72) hours after receipt of the request.
- C. The Commanding Official/Director, Metropolitan Police Academy (MPA), shall:
1. Review all requests for participation in outside training to determine the relevance of the training to MPD training priorities and needs;
  2. Review the related training programs to ascertain the legitimacy of the training program and organization offering the program;
  3. Forward the requests, with a written recommendation, to the Assistant Chief, Professional Development Bureau;
  4. Ensure that the requestor is notified of the decision of the Chief of Police/designated official; and
  5. Ensure that the training records of all members who successfully complete all outside training are updated, to include the dates and types of training, any certificates received, and, if appropriate, test scores.
- D. The Assistant Chief, Professional Development Bureau, shall review all requests for participation in outside training and forward the requests, with a written recommendation as to the relevance to the MPD mission and objectives, to the Executive Director, Office of Resource Accountability.
- E. The Executive Director, Office of Resource Accountability, shall:
1. Review and approve requests for outside training consistent with the availability of monetary funding; and
  2. Ensure that records are maintained of payments for travel,

registration, and fees, and other necessary expenses relating to approved training.

**VI. ATTACHMENTS**

1. Attachment A: UN Form 38-A (Outside Training Obligated Service Agreement)
2. Attachment B: Outside Training Request Memorandum Heading
3. Attachment C: UN Form 38 (Metropolitan Police Department Outside Training Request)



Cathy L. Lanier  
Chief of Police

CLL:PH:JGW:MEB:PHC



# METROPOLITAN POLICE DEPARTMENT

Washington, D.C.



## Outside Training Obligated Service Agreement

1. I agree that upon completion of the training described on the attached UN Form 38, that I will remain with the Metropolitan Police Department (MPD) for a period of time equal to three times the length of the training or for any lesser period that may be determined according to current regulations. I agree that the term, "length of training," shall be as defined by the applicable laws and regulations in effect at the time and that the period of service shall be as computed by the Commanding Official/Director, Metropolitan Police Academy, or designee from official records, and that it shall commence on the first work day following the completion of training.
2. I agree to participate in, and complete the training to the best of my ability, unless my withdrawal is required by, or acceptable to, the MPD. I agree to obtain approval from my supervisor and/or Commanding Official/Director, Metropolitan Police Academy, or designee, in advance, of any change in my approved training program involving content and schedule changes, withdrawals, and in completions, and increased costs.
3. I agree that if I voluntarily leave the MPD before completing this period of service, I will reimburse the MPD Government for the related fees, travel, per diem, and other special expenses (excluding salary) paid to me, or on my behalf, in connection with this training. I also agree that, if I voluntarily leave the MPD to enter the service of another agency covered by the same provisions of law (Title V, Chapter 41, U.S. Code), before completing the period of service, that I will give my organization written notice of at least ten (10) work days during which time a determination concerning reimbursement will be made. If I fail to give this advance notice, or do not receive written notice of waiver of payment or transfer of my obligation to the MPD, I agree to repay the amount of additional expenses incurred by the MPD in this training.
4. I agree that if I fail to complete this training in a manner acceptable to the MPD, that I will reimburse the MPD for the related fees, travel, per diem, and other special expenses (excluding salary) paid to me, or on my behalf.
5. I understand that any amounts which may be due to the MPD, as a result of any failure on my part to meet the terms of this agreement, may be withheld from any monies owed to me by the MPD or may be recovered by such other methods as approved by law.
6. I understand that this Agreement does not commit the Metropolitan Police Department to continue my employment.

Member's Name (Print: Last, First, M.I.):	Training Dates-- From:	To:
Member's Bureau/Element/Unit:	Training Title:	
Member's CAD #:	Training Provider:	
Member's Home Address:	Training Provider's Location/Address:	
Member's Full Signature:	Date of Signature:	



# METROPOLITAN POLICE DEPARTMENT



Unit - Element

TO: Chief of Police

THRU: Executive Director  
Resource Accountability

THRU: Assistant Chief of Police / Executive Director  
Professional Development Bureau

THRU: Commanding Official / Director  
Metropolitan Police Academy

THRU: Assistant Chief of Police / Executive Director  
**Member's Bureau**

THRU: Commanding Official / Director  
**Member's Element**

THRU: Member's Supervisory Official  
**Member's Element**

FROM: Member's Name  
**Member's Element**

---

SUBJECT: Request for Outside Training

**[WRITER: INSERT INFORMATION REGARDING THE TRAINING PROGRAM  
AND THE JUSTIFICATION FOR THE TRAINING.]**

**NOTE:** ALL REQUESTS FOR OUTSIDE TRAINING SHALL BE ROUTED TO THE CHIEF OF POLICE ELECTRONICALLY USING THE ADMINISTRATIVE CHANNEL ELECTRONIC CORRESPONDENCE SYSTEM AND THE APPROPRIATE ADMIN E-MAIL BOX. OFFICIALS MUST APPROVE/DISAPPROVE THESE REQUESTS WITHIN SEVENTY-TWO (72 HOURS) OF RECEIPT.



**Metropolitan Police Department  
OUTSIDE TRAINING REQUEST**

Inter-Agency  
 Non-District Government

1. Name of Member ( <i>Last, First, M.I.</i> ):	2. CAD Number:	3. Bureau/Element/Unit:
4. Office Phone No:	5. Fax No:	6. E-Mail Address:
7. Position/Title, Series, Grade and Step:		8. Assignment:

9. Continued Service Agreement  is /  is not required [*If required, attach UN Form 38-A (Obligated Service Agreement)*].

10. Training Title, Catalog Number, and Description (*Attach brochure or announcement*):

11. Training Period: From: _____ To: _____	12. Number of Course Hours: On Duty: _____ Off Duty: _____ Total: _____
---	--

13. Name and Address of Training Vendor:	14. Location of Training Site:
--	--------------------------------

15. Costs While in Training / Payment Source:				16. Related Cost / Payment Source:			
	Appropriation	Grant, etc.	Employee		Appropriation	Grant, etc.	Employee
Salary	\$ _____	\$ _____	\$ _____	Travel (incl. taxi, bus)	\$ _____	\$ _____	\$ _____
Benefits	\$ _____	\$ _____	\$ _____	Per Diem (incl. lodging, meals)	\$ _____	\$ _____	\$ _____
Registration / Tuition	\$ _____	\$ _____	\$ _____	_____	\$ _____	\$ _____	\$ _____
Fees	\$ _____	\$ _____	\$ _____	TOTAL	\$ _____	\$ _____	\$ _____
Books/Materials	\$ _____	\$ _____	\$ _____				
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>				

17. Accounting Classification and Order Number:	19. Funding Officer ( <i>Certification of Available Funds</i> ): Signature: _____ Date: _____
---	--

18. Billing Address:	Printed Name and Title:
----------------------	-------------------------

**APPROVALS / SIGNATURES**

20. I request approval of this training as being necessary to related to the mission of the unit to which I am assigned.: :

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

21. _____ Signature of Requestor's Commanding Official / Director  _____ Name and Title  <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	22. _____ Signature of Requestor's Bureau Head  _____ Name and Title  <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	23. _____ Signature of Commanding Official / Director (MPA)  _____ Name and Title  <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
---	--	---

24. Chief of Police ( <i>or Designated Official</i> ) _____ Signature <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	25. Remarks ( <i>including reasons for non-approval</i> )
---	---

26. Certification of Training Completion _____ Signature _____ Date _____ _____ Name, Title and Office Phone Number	
---	--

<b>FOR MPD USE ONLY</b>	Date Entered:	Note:
-------------------------	---------------	-------

**See instructions on reverse side**

## Instructions for Completing Metropolitan Police Department Outside Training Request (UN Form 38)

<b>GENERAL:</b>	The UN Form 38 [Outside Training Request (Rev. 04/15/09)] replaces all previous editions of the UN Form 38 and is to be used in all instances of training, whether Inter-agency or Non-District, as a means of authorizing the training, the use of duty time, payment of training and related costs, and as a record document. All requested information must be furnished for approval of this form.
<b>SPECIFIC:</b>	
Upper Right Corner Block –	Check type of training.
9 –	If training exceeds 80 hours (Item #13), or equals or exceeds \$2500 in related fees, complete and attach an Outside Training Obligated Service Agreement (UN Form 38-A).
10 –	Attach brochure, announcement, or catalog description; photo copy is acceptable.
11 –	Show only actual dates of training. Do not include travel time.
12 –	Show only time actually spent in training. Do not include travel time.
13 –	State name and mailing address of training organization as shown in training announcement.
14 –	If same as item #13, enter “same.” If different, enter location of training site.
15 –	All costs of training are to be shown and by whom paid. If there is no cost for a particular item, state “None.” To compute <i>Salary</i> , multiply the actual hours spent in training by one’s hourly wage. If you do not know your hourly wage, divide your annual salary by 2080 hours. Compute <i>Benefits</i> as 10% of salary for time spent in training.
16 –	All related costs of training are to be shown and by whom paid. If there is no cost for this item, state “None.” All <i>Travel</i> and <i>Per Diem</i> figures must be in accordance with current District of Columbia Government regulations.
17 –	<b>Mandatory Item for Funding Officer:</b> Enter appropriation symbol and MER number.
18 –	<b>Mandatory Item for Funding Officer:</b> Enter billing mailing address.
19 –	<b>Mandatory Item for Funding Officer when</b> appropriated, grant, or any other funds otherwise controlled by the Metropolitan Police Department are to be used to pay any of the related training costs (including travel).
20 –	Signature and date of signature of Requestor.
21 –	Signature and Date of Signature of Requestor's Commanding Official/Director. Check appropriate decision box.
22 –	Signature and Date of Signature of Requestor's Bureau Head. Check appropriate decision box.
23 –	Signature and Date of Signature of Commanding Official/Director Metropolitan Police Academy. Check appropriate decision box.
24 –	Signature and Date of Signature of Chief of Police or Designated Official.
25 –	Include reason(s) for non-approval.
26 –	Requestor will complete after successful completion of approved training.