

3-2 TRAINING AND TRAVEL EXPENSE à“ NON-CRIMINAL MATTERS



HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

Bureau Order Number: 3-2

Subject: TRAINING AND TRAVEL EXPENSE – NON-CRIMINAL MATTERS

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| Effective Date: | 09/01/1995 | Last Date Revised: | 04/27/2021 |
| Last Date Reviewed: | 04/21/2021 | Next Review Date: | 04/21/2022 |

I. CONCEPT AND ISSUES

A. PURPOSE

The purpose, therefore, of this order is to establish procedures for funding travel expenses related to non-criminal matters.

B. BACKGROUND

Homicide Bureau personnel on occasion attend events such as training, meetings, conventions, conferences, business or legislative travel and as a result, expenses are incurred that must be funded.

C. SCOPE OF POLICY

This policy is directed to all Homicide Bureau personnel and any other personnel assigned to Homicide Bureau in a temporary or permanent capacity.

D. TRAINING

Homicide Bureau sergeants and lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

E. ACCOUNTABILITY

The Unit Commander.

F. CONCLUSION

The intent of this policy is to establish procedures for funding non-criminal travel expenses.

II. POLICY

Persons planning to attend events such as training, meetings, conventions, conferences, business or legislative travel and who desire to claim reimbursement for the expenses involved, must obtain approval from the Assistant Sheriff prior to attending the event.

Request for travel to such events and the authorization to claim reimbursement shall be submitted to the Homicide Bureau Commander on a SHAD-32A.

Approval by the concerned Assistant Sheriff is necessary prior to forwarding to Fiscal Administration. The request should be submitted at least six weeks in advance of the event.

The following criteria should apply on all requests for travel:

Conference travel, etc., shall be restricted to one Departmental representative unless there is overwhelming justification for additional attendees. Such justification shall be stated in the request.

The purpose of the trip must be directly related to Departmental operations and the information gained must be of substantial benefit to the County.

The request for travel shall include the following information:

- Name of the requestor
 - Title and location of the meeting, conference, convention, etc.
 - The specific organization, Departmental assignment, etc., which require the trip
 - Date(s) of the meeting
 - Means of transportation
 - Time of departure and time of return
 - Whether or not a travel advance is requested for expenses
 - Whether the travel request is to “attend only” or also includes salary, or reimbursement for meals, lodging, transportation, registration or other fees
 - Benefit to the County and the Department
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