

**CALIFORNIA HIGHWAY PATROL**

**GENERAL ORDER 11.8**

**REVISED DECEMBER 2018**

**PAYMENT OF MEMBERSHIP DUES**

1. POLICY.

a. Payment of membership dues for departmental employees is governed by the California Vehicle Code (CVC), California Department of Human Resources (CalHR) rules (found in Title 2, Administration, of the California Code of Regulations), and bargaining unit contracts.

b. Section 2114 CVC authorizes the Department to pay membership dues for organizations relating to law enforcement, accident prevention, and subjects related to the powers and duties of the Department. In keeping with the intent of Section 2114 CVC, membership dues in community organizations (e.g., Mothers Against Drunk Driving, Chamber of Commerce) or community service organizations (e.g., Rotary, Lions) will not be paid by the Department. For additional information refer to Highway Patrol Manual 90.1, Media Relations Manual, Chapter 3, Area Commander.

c. The CalHR Rule 599.922.2 authorizes the Department to pay for membership dues of a professional organization which engages in activities directly related to a nonrepresented employee's scientific or professional discipline.

d. For represented employees, refer to the current bargaining unit contract.

2. REVIEW OF REQUESTS.

a. For requests authorized by Section 2114 CVC, commanders will determine whether the organization's objectives meet the following criteria:

(1) Discussion of mutual problems in the field of administration of justice through regular meetings.

(2) Coordination of efforts and activities of law enforcement agencies within their jurisdictions.

(3) Promotion of programs to develop a better understanding of problems of law enforcement officers.

(4) Promotion of continuing productive relationships among the organization's members and their respective departments.

(5) If the organization meets the above criteria, the steps outlined in paragraph 3. below must be taken.

b. For requests authorized by CalHR Rule 599.922.2, commanders will determine whether the organization's objectives meet the following criteria:

(1) Must be job related.

(2) Meets the best interest of the Department.

(3) Promotion of continuing productive relationships among the organization's members and their respective departments.

(4) Discussion of mutual problems.

(5) If the organization meets the above criteria, the steps outlined in paragraph 3. below must be taken.

### 3. PROCEDURES.

a. Initial Membership Dues. Commands will submit a memorandum and completed vendor membership application in duplicate to Division for review and approval. The memorandum shall include:

(1) Name and address or organization.

(2) Cost of membership/invoice.

(3) Time period covered by membership.

(4) Justification.

(5) Employee's name and classification.

(6) STD. 204, Payee Data Record.

b. Submittal Process. Division will submit the approved memorandum and completed vendor membership application in duplicate as follows:

(1) For requests authorized by CalHR Rule 599.922.2 (employees not represented by bargaining unit contract), submit to the appropriate Commissioner for final approval. In turn, the Assistant Commissioner's office will forward the approved membership requests to Fiscal Management Section, Accounts Payable Unit (APU), for payment processing.

c. Renewals. Commands will submit vendor invoices or renewal notices in duplicate to Division for approval. Division will approve for payment and submit to the appropriate Commissioner for final approval. In turn, the Assistant Commissioner's office will forward the approved vendor invoice or renewal notice to APU for payment processing.

d. Divisions are responsible for ensuring organization memberships meet the criteria specified in paragraph 2. above. Additionally, Divisions will ensure that membership costs do not exceed the limitations set forth in paragraph 3.e. (excluding memberships outlined in paragraph 3.f. below).

e. Because membership dues are monitored and approved at Division level, membership dues shall not be paid by the employee and included on a travel expense claim. The exception is California Peace Officers Association (CPOA) membership dues as explained in paragraph 3.f. below.

(1) Area command: \$250.00 per year.

(2) Headquarters section/office: \$250.00 per year

(3) Division level (number of people participating to be at the discretion of the Division Chief): \$200.00 per person, per year.

f. California Peace Officers Association Membership Dues. All uniformed employees who are on a committee or are actively involved as a member are eligible to receive departmental funding for membership in the CPOA. The CPOA memberships, for Assistant Chiefs and above, are authorized for payment in addition to payment limitations specified in paragraph 3.e. above. Employees below the rank of Assistant Chief are authorized paid CPOA memberships based on the nature of their assignment. The CPOA memberships paid for these employees are subject to the dollar limitations specified in paragraph 3.e. above.

(1) Only memberships are paid by the Department. The CPOA subscriptions are to be paid by the CPOA member.

(2) Employees are required to submit documentation for CPOA membership dues in accordance with the procedures specified in paragraph 3. above.

g. Federal Bureau of Investigation National Academy Associates (FBINAA) Membership Dues. All uniformed members who are graduates of the Federal Bureau of Investigation National Academy are eligible to receive departmental funding for active memberships in the FBINAA. The FBINAA memberships paid for these employees are subject to the dollar limitations specified in paragraph 3.e.(3) above.

(1) Employees are responsible for submitting requests for payment of FBINAA membership fees.

h. The Department will pay for a professional license fee (e.g., Certified Public Accountant) or membership in a job-related professional society/association of the employee's choice in accordance with the employee's bargaining unit agreement. This benefit is offered in addition to the payment limitations specified in paragraph 3.e. above.

i. Employees may augment the dollar limitations for approved memberships by submitting a personal check for the remaining portion of the fee. Personal checks should be made payable to "CHP" and attached to the appropriate documentation in accordance with paragraph 3.b. above.

j. Only memberships in law enforcement organizations (e.g., CPOA, Western States Auto Theft Investigators) will be routinely approved for payment for uniformed employees. Approval for other requests will be very limited and only considered by the appropriate Commissioner when the request meets the above criteria and is strongly justified.

OFFICE OF THE COMMISSIONER

OPI: 071