

CHAPTER 8
OUT-SERVICE TRAINING
REVISED DECEMBER 2024
TABLE OF CONTENTS

<u>GENERAL</u>	8-3
<u>TRAINING CATEGORIES AND ACCOUNTABILITY FOR TIME OFF</u>	8-3
Job-Required Training	8-3
Job-Related Training	8-3
Upward Mobility Training	8-3
Career-Related Training	8-3
<u>TRAINING CONTRACT</u>	8-3
<u>COURSE ATTENDANCE</u>	8-4
<u>REIMBURSEMENT</u>	8-4
<u>TRAINEE OBLIGATION AND AGREEMENTS</u>	8-4
<u>COMPLETING THE CHP 50, REQUEST FOR OUT-SERVICE TRAINING</u>	8-5
<u>APPROVAL PROCESS</u>	8-5
<u>OFFICE OF PRIMARY INTEREST AND OUT-SERVICE TRAINING</u>	8-6
<u>REQUIRED APPROVAL SIGNATURES</u>	8-7
<u>ADDITIONAL EMPLOYEE, COMMAND, AND DIVISION OUT-SERVICE</u>	
<u>TRAINING COORDINATOR RESPONSIBILITIES</u>	8-7
Employee	8-7
Command	8-7
Division Out-Service Training Coordinator	8-7
<u>EXPENSE FORM PREPARATION AND SUBMISSION</u>	8-8
<u>ACCOMMODATIONS WHILE ATTENDING TRAINING COURSES IN THE</u>	
<u>SACRAMENTO OR RIVERSIDE VICINITIES</u>	8-9
Sacramento Vicinity	8-9
Riverside Vicinity	8-9
<u>ATTENDING TRAINING IN BORDERING STATES</u>	8-9

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 8

OUT-SERVICE TRAINING

1. GENERAL. The Department will provide out-service training (OST) for its employees in the subjects not covered by departmental training programs. Out-service training is authorized in accordance with the guidelines established in this chapter.

2. TRAINING CATEGORIES AND ACCOUNTABILITY FOR TIME OFF.
 - a. Job-Required Training. Category 1: Attendance will be on state time.
 - b. Job-Related Training. Category 2: Attendance will usually be on state time.
 - c. Upward Mobility Training. Category 3: Attendance will usually be on state time.
 - d. Career-Related Training. Category 4: Attendance will usually be on the employee's time.

NOTE: Refer to Chapter 1, Training Policy, of this manual, for detailed definitions of training categories.

3. TRAINING CONTRACT. The Department is required to initiate a contract for training if the costs exceed \$5,000 per fiscal year, per contractor unless exempted by the appropriate Assistant Commissioner. This applies to all training statewide. The threshold of \$5,000 applies to training services provided for departmental employees by each respective contractor, as outlined in the State Administrative Manual (SAM) 8422.113. Registration costs associated with a training conference are exempt from this requirement. The OST, Training Contract Template, approved by the Business Services Section (BSS), Contract Services Unit (CSU), should be utilized in the development of training contracts.
 - a. The California Highway Patrol Contract Manager within each Division is responsible for the management of all matters related to the training contract. Once a training contract has been created, a CHP 78, Agreement Request, shall be completed and both the contract and the CHP 78 shall be submitted to the BSS, CSU. Refer to Highway Patrol Manual (HPM) 11.1, Administrative Procedures Manual, Chapter 22, Service Agreements/Letters of Agreements, for the appropriate processing of a contract.

(1) The contract does not preclude the employees from registering for the OST through the regular registration process that may be required by the contractor.

4. COURSE ATTENDANCE. Employees shall attend the OST in which they are enrolled. All course enrollments and enrollment changes must be approved by the Division Out-Service Training Coordinator (DOSTC).

a. Employees unable to attend their scheduled OST shall notify their commander immediately. Commanders shall immediately notify their DOSTC of the cancellation and, if possible, provide the name of an appropriate replacement.

b. Employees unable to attend their scheduled OST may elect to reschedule the OST through the vendor. Employees electing to reschedule the OST shall notify their commander immediately of the new date. Commanders shall immediately notify their DOSTC of the change in date.

c. A CHP 50, Request for Out-Service Training, is not required for training provided through a contract. Completion of a CHP 50A, Evaluation of Out-Service Training, is required at the completion of every OST.

5. REIMBURSEMENT.

a. Contingent upon the available funds and consistent with the SAM Section 8422.113, the Department will fund 100 percent of the cost of tuition, books, and fees, in addition to the necessary travel and per diem expenses, for all job-required and job-related training.

b. When an employee participates in upward mobility or career-related training, reimbursement for travel and per diem will not be allowed. Additionally, reimbursement for tuition, etc., will be contingent upon the successful completion of the course requirements as specified by the training provider.

c. Should conflicts arise, specific training provisions contained in the employee's bargaining unit Memorandum of Understanding shall supersede the reimbursement procedures contained in this chapter.

6. TRAINEE OBLIGATION AND AGREEMENTS.

a. Each employee attending OST shall agree to maintain continuous satisfactory performance in the prescribed course of study.

b. If the approved training is full-time and is more than 60 days in duration, the employee shall complete a written statement agreeing to reimburse the state for the expenses paid by the Department, if employment is not continued for a period of six months or twice the period of training, whichever is greater, after the completion of training. Reimbursement shall be made within two years after separation from state service and shall be for an amount proportionate to the specified period of service not completed.

7. COMPLETING THE CHP 50, REQUEST FOR OUT-SERVICE TRAINING.

a. Detailed instructions for the completion of a CHP 50 are on the reverse side of the form.

b. Particular attention shall be given to completing the cost estimates. It is understood the exact amount of some expenses, such as textbooks, may not be known until the training has commenced; however, a reasonable estimate is to be made.

c. A course brochure, program, or bulletin describing the training shall be attached to the CHP 50. This will assist the DOSTC in enrolling the employee into the identified course.

d. In most cases, the relationship between course content and the employee's work will be obvious. The employee's commander, with input from the employee's immediate supervisor, is in the best position to evaluate the relevance of the training. Decisions should be based on the relevance and value of the training to the work currently being performed by the employee.

8. APPROVAL PROCESS.

a. A CHP 50 must be completed and submitted for any OST attended on state time that does not require a training contract, including those courses with zero tuition and/or zero travel and per diem costs. This information is required by the California Department of Human Resources to justify expenditures of training and travel funds, as well as the use of state time to attend the training. (Refer to HPM 11.1, Chapter 2, Travel Advances and Expense Claims.)

b. Any employee may submit a request for out-service training. The commander-approved CHP 50 is forwarded to the DOSTC using procedures described in this chapter.

- c. Requests for OST must be received by the DOSTC at least 30 working days PRIOR to the start of training. If the 30-day requirement cannot be met, the command should first contact the DOSTC, by telephone or e-mail, to obtain Division-level approval.
- d. Requests for tuition assistance for accredited university and/or college courses will be submitted to the DOSTC at least 30 days prior to the start of the term the courses are to be taken. An employee seeking tuition assistance must have an approved Career Development Plan on file at their Division prior to submitting a CHP 50. (Refer to Chapter 9, Career Development Program, of this manual.)
- e. For all OST, the DOSTC reviews the submitted CHP 50 to determine if:
 - (1) The CHP 50 is properly completed, and the course information is attached.
 - (2) The Division's Training Fund category is within their Division budget and funds are available to pay the course tuition.
 - (3) The training requires a contract.
 - (4) The requested training is not repetitive for the employee.
 - (5) Attendance at an alternate course would be more appropriate (e.g., in-service training or a training course with less tuition).
- f. After tentative approval of the CHP 50 has been granted by the DOSTC, the CHP 50 is forwarded to Division for final approval.

9. OFFICE OF PRIMARY INTEREST AND OUT-SERVICE TRAINING.

- a. Office of Primary Interest (OPI) program approval is required if the OST course is related to a statewide departmental program that is the responsibility of a specific headquarters command, as shown below.
 - (1) Enforcement and Planning Division (e.g., Multidisciplinary Accident Investigation Team, canine, narcotics, cannabis, asset forfeiture, vehicle theft, commercial).
 - (2) Organizational Development Section (ODS), (e.g., departmental instructor-related training, training related to a new supervisor's or manager's identified training needs).

(3) Office of Air Operations (e.g., Advanced Cardiac Life Support, Certified Flight Instructor).

(4) Protective Services Division (e.g., protection of dignitaries and/or public officials).

b. All coordination for the approval of the OPI training should be accomplished between the respective DOSTCs.

10. REQUIRED APPROVAL SIGNATURES.

a. All CHP 50s must have the following approval signatures: immediate supervisor, commander, Division management, and if mandated, the appropriate Commissioner.

b. All CHP 50A's must be signed by the employee completing the OST and the approving official confirming the completion of the training. For the purpose of this form, the approving official is a supervisor or above.

11. ADDITIONAL EMPLOYEE, COMMAND, AND DIVISION OUT-SERVICE TRAINING COORDINATOR RESPONSIBILITIES.

a. Employee.

(1) Within 15 days after the completion of the course, the employee shall document their personal evaluation of the training course on the CHP 50A.

(2) The original signed copy of the completed CHP 50A is attached to a copy of the CHP 50 and submitted to the employee's command for review.

b. Command.

(1) The command enters the completed OST information into the Employee Training Records System.

(2) The command forwards the CHP 50 and the CHP 50A to the DOSTC. The CHP 50A shall be signed by a supervisor or above to confirm the completion of the OST.

c. Division Out-Service Training Coordinator.

(1) The DOSTC tracks and records OST expenditures.

(2) The DOSTC contacts the training vendor to register the employee(s) and to negotiate the method of tuition fee payment. If payment is through a

contract, the contractor will provide an invoice to the Department for payment as outlined in the training contract.

(3) The DOSTC requests a payment voucher from the Fiscal Management Section (FMS) for payment of the vendor tuition fees. Once received, the DOSTC forwards the voucher to the vendor. Refer to HPM 11.1, Administrative Procedures Manual, Chapter 24, Payment of Invoices.

(4) The DOSTC attaches a copy of the CHP 50 (with Division-level approval signatures) to a CHP 50A and routes them to the employee. In the event a command is requesting to send multiple employees to the same course, the DOSTC will forward a copy of the CHP 50 to include page 2; and a CHP 50A to each employee listed.

(5) Upon receiving the completed CHP 50A from the command, the DOSTC will review and evaluate the employee's comments to determine course relevancy and effectiveness.

(6) The DOSTC forwards a copy of the CHP 50 and CHP 50A to the ODS via e-mail, at ODS@chp.ca.gov. The ODS will retain a copy of the CHP 50A for training analysis. Completion of the CHP 50A is required by all employees attending training, regardless of the payment method.

(7) The DOSTC retains the original CHP 50A and files it with the Division copy of the CHP 50.

12. EXPENSE FORM PREPARATION AND SUBMISSION.

a. Expenses will be allowed in accordance with HPM 11.1, Chapter 2.

b. If applicable, the employee will submit a claim for reimbursement of expenses incurred while on training status through the California Automated Travel Expense Reimbursement System (CalATERS) Global within 30 days after completion of the course.

(1) Pertinent receipts and one copy of the Division-approved CHP 50 must be attached. Travel expense claims related to OST will not be paid unless a copy of the Division-approved CHP 50 is attached.

(2) Multiple Trainee Request. Each employee must attach a copy of the approved CHP 50 and the CalATERS Global printout.

(3) All CalATERS Global printouts for tuition reimbursement (e.g., upward mobility training, career-related training) will be forwarded through the DOSTC to the FMS.

13. ACCOMMODATIONS WHILE ATTENDING TRAINING COURSES IN THE SACRAMENTO OR RIVERSIDE VICINITIES.

a. Sacramento Vicinity. Dependent on cadet class sizes, employees attending training (in-service and/or off-site out-service) at the Academy or in the Sacramento vicinity may be required to secure off-site lodging. Contact should be made with the Academy facility coordinator via e-mail, at AcademyLodging@chp.ca.gov to determine availability prior to making off-site lodging arrangements. Additionally, to reduce travel costs, students are strongly encouraged to carpool in a state vehicle and refuel at departmental facilities whenever possible. If it is found to be more cost-efficient to fly to training, attendees shall book their flight through the statewide contracted travel vendor at the website: www.concursolutions.com. Nonrefundable tickets shall be used. Attendees shall utilize airport shuttle, taxi service, or transportation network company as a means of transportation to the training facility as the cost of a rental car will not be reimbursed. Meals will be authorized in accordance with HPM 11.1, Chapter 2. Any deviation or exemptions from the process outlined above will require approval from the Division Chief or the appropriate Commissioner prior to travel.

b. Riverside Vicinity. Employees attending in-service training at the Ben Clark Training Center who live more than 50 miles from the training site will be required to obtain off-site lodging. Employees will be authorized lodging at a hotel facility that offers the current state lodging rate. Reservations shall be made by the employee and reimbursement shall be requested through CalATERS Global. Students will not be reimbursed for the cost of a rental car unless the appropriate Commissioner has provided an exemption to this restriction prior to travel. All procedures regarding reimbursement for meal expenses are outlined in HPM 11.1, Chapter 2.

14. ATTENDING TRAINING IN BORDERING STATES.

a. The remoteness of some commands and the extended travel time to reach metropolitan areas which support greater training opportunities in effect limits the amount of OST available to some members of the Department.

b. Employees identifying OST offered in bordering cities (e.g., Medford, Oregon; Reno and Las Vegas, Nevada; Yuma, Arizona) may receive authorization to attend such training. A memorandum requesting such authorization must include justification stating the training requirements and outlining the unavailability of, or extreme distance to, similar training offered within California.

c. Per Chapter 0761 of the State Administrative Manual, and Section 11032 of the California Government Code, travel into bordering states that is for less than five consecutive working days' duration does not require approval from the California State Transportation Agency (CalSTA). Therefore, this type of training may be approved at the Department level. Approval for out-of-state travel to bordering states must be obtained from the Office of Assistant Commissioner, Staff. However, if travel to bordering states is for more than five consecutive working days' duration, approval is required from the CalSTA.