

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: May 2, 2017

NUMBER: 5.19 – PERSONNEL

SUBJECT: TRAVEL TIME TO APPROVED TRAINING

RELATED POLICY: N/A

ORIGINATING DIVISION: TRAINING AND EMPLOYEE DEVELOPMENT

NEW PROCEDURE:

PROCEDURAL CHANGE:

SUPERSEDES: DP 5.19 – 01/13/2012

I. PURPOSE

This Department procedure establishes guidelines for the approved use of travel time to training sessions/courses.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

- A. This policy will establish consistency relative to travel time for Department approved schools and conferences.
- B. The travel category will determine the amount of authorized time.
- C. City of San Diego AR 90.30 states the following, “Use of air, train, private car, bus, or City vehicle shall be selected on the basis of the least total cost to the City after all expense items are tabulated, **including travel time salary costs**” (AR 90.30 § 3.3, emphasis added).

IV. **DEFINITIONS**

Travel throughout California is separated into three categories:

- A. Category A - includes travel inside the City and County of San Diego. Travel in this category does not qualify for travel time.
- B. Category B - includes travel to all training sites outside San Diego County, except as described in Category C.
- C. Category C - includes travel by automobile to training sites outside of San Diego County and requiring the transportation of specialized equipment. This may include, but is not limited to, firearms, ammunition, chemical agents, or other equipment requiring special handling procedures that restrict/prohibit the use of air travel.

V. **PROCEDURES**

- A. The Department will authorize travel time to personnel attending training in the following two categories.
 - 1. Category B
 - a. If travel is necessary on a non-workday, personnel who fly will be granted the equivalent of the scheduled flight time plus three hours travel time to arrive at the airport, fly, and reach the training facility or place of lodging. This will be given as time off on the final work day(s) prior to the training and/or the day(s) following the scheduled class.
 - b. If travel is necessary on a non-workday, personnel who choose to drive will be granted the equivalent of the normally scheduled flight time plus three hours travel time. This time will be given as time off on the final work day(s) prior to the training and/or the day(s) following the scheduled class.
 - c. Mileage reimbursement will be limited to equal that of the lowest possible airfare with 14 days advance purchase.
 - 2. Category C

Personnel will be granted a maximum of one hour of travel time for every 50 miles of travel round trip. If travel is necessary on a non-workday, this time will be given as time off on the final work day(s) prior to the training and/or the day(s) following the scheduled class.

- B. For Category B and C, if travel is conducted on the employee's regular work day, the employee is entitled to be paid for all time spent traveling to the final destination or the return to their residence. If the travel time exceeds their normal working hours including plane delays, they are entitled to overtime for any travel time in excess of their regular shift hours.
- C. Personnel that choose to drive their personal vehicle for Category B Travel will not be entitled to overtime for delays due to vehicle breakdown or situations not under the control of the San Diego Police Department. This does not apply to personnel that have prior approval from the Chiefs office to drive a city vehicle outside of the County.
- D. Personnel will notify their command whether travel time is required, and if so, how much is needed. This will help to facilitate appropriate staffing levels.
- E. Commands may consider day off changes to accommodate travel, training, and/or staffing requirements.
- F. If, after receiving confirmation of a training course or school reservation, the member cannot attend the training or school, they must immediately notify their supervisor, the Training Division (POST School Coordinator), and Fiscal Management's travel coordinator.