

# **SOUTHEAST P.O.S.T. TRAINING REGION GUIDELINES**

**The mission of the Southeast P.O.S.T. Training Region is to provide quality law enforcement training to the peace officers who serve communities within this training region.**

## **DEFINITIONS**

### **Southeast Training Region**

The Southeast Region is defined as the state, county, and local law enforcement agencies in the following nine (9) counties:

1. Baca County
2. Bent County
3. Cheyenne County
4. Crowley County
5. Huerfano County
6. Kiowa County
7. Las Animas County
8. Otero County
9. Prowers County

### **Training**

Training that is specific to the job or the function performed by line, supervisory, command and executive-level law enforcement professionals.

### **P.O.S.T. Funded Training**

Training funded by the training region's grant, either by purchasing a class or providing scholarship funding.

### **P.O.S.T. Funded Classes**

P.O.S.T. Funded Classes are classes that are purchased by the region's grant. These classes are identified and approved with the region's annual contract with P.O.S.T. The classes can be amended with the approval of the region's board and P.O.S.T.

### **Scholarship Funds**

The region receives funding for training scholarships that can be applied to tuition and travel expenses, **with pre-approval**, at the discretion of the regions board based on an email vote.

## **Backfill**

*The Southeast Training Region (SETR) Board has decided not to use backfill. The SETR Board's philosophy is that by not reimbursing backfill, the agency requesting the scholarship is showing that the training requested is needed. This procedure also allows for maximum use of scholarship funds. POST offers a separate backfill program that does not come from our regional funding.*

## **Fiscal Agent / Coordinator**

The entity or organization responsible for receiving and distributing P.O.S.T. training funds shall be determined by the Governing Committee. The fiscal agent / coordinator is responsible for the proper distribution of training funds, maintenance of all financial transactions, completion of P.O.S.T. required financial/grant reports and reporting the status of grant funds quarterly to the Southeast P.O.S.T. Training Region Governing Committee.

The fiscal agent / coordinator and governing committee are also responsible for ensuring that all funded courses are hosted within the region and that classes do not overlap or interfere with similar classes within the region.

## **Governing Committee**

The Governing Committee will consist of no more than (6) six members from law enforcement or law enforcement training organizations from the Southeast P.O.S.T. Training Region. Members of this committee will be elected annually by agency appointed members of the region. The CEO from each agency of the region will appoint (1) member to vote for that agency at the annual election.

The Governing Committee will be made up of a President, Vice President, Secretary, (3) three At-Large Members and the Fiscal Agent / Coordinator, who serves as treasure.

The Governing Committee will be responsible for communicating with Colorado P.O.S.T. on training initiatives, provide direction and guidance on training issues, authorize funding for the development of curriculum and training, set forth policies and procedures pertaining to training, develop and revise operating procedures as necessary, receive and act on financial reports from the Fiscal Agent, establish the budget, and provide requested training reports to the Chief Executive Officers of law enforcement agencies within the training region. Additionally, the Governing Committee shall review and approve all training applications based on the region's procedures, provide information on in-service or advanced training opportunities to the law enforcement agencies within this training region, provide training applications to agencies, ensure that available training is listed on the region's Google Calendar, and will be responsible for recommending to regional law enforcement agencies training from outside sources that may benefit a large group of law enforcement officers.

## ARTICLE I - GUIDELINES:

1. All requests for training shall be submitted to the governing Committee's representative on the approved training form at a reasonable amount of time prior to the training, or at the discretion of the governing Committee. A designated member of the Governing Committee will acknowledge the receipt of any training request as soon as practical.
2. The agency CEO, or designee, from the requesting agency must sign the training request if submitted in non-email type fashion.
3. As needed, the Governing Committee will meet to conduct business regarding the review and approval or disapproval of training requests. The Southeast Region has elected to meet face to face on a quarterly basis and to utilize electronic media for day to day communication with other board members.
4. In most circumstances, the Governing Committee can utilize telephone or electronic mail to conduct business regarding the approval of a training request. Each request requires a majority vote from the current board members.
5. Training requests should be prioritized as follows:
  - Requests for training to be held within the Southeast Region, from agencies with less than 25 sworn law enforcement employees receive priority.
  - Requests for training held within the front Range area, from other law enforcement agencies.
6. Requests for backfill funding must meet the criteria outlined by the current P.O.S.T. contract, P.O.S.T. guidelines, and the Governing Committee.
7. Once a training application is approved, a copy of the completed form must be submitted to the Fiscal Agent who shall be responsible for issuing a payment voucher to the requesting agency or training entity listed on the form. All necessary training documents (such as vouchers, receipts, expense forms, etc.) **MUST BE SUBMITTED TO THE Fiscal Agent** within 10 days of the completion of the training event. Failure to comply with the requirement may result in the allocated funds being released to reimburse another agency's request.
8. Reimbursements shall not be made to individual officers/deputies; payments will be made **ONLY** to law enforcement *agencies* for training received. Training received prior to the submission of an application will not be reimbursed without prior approval of the Governing Committee.
9. Notification of acceptance or denial of training will be sent to the originator of the training request by the Regional Chairperson or designated member of the Governing Committee as soon as practical. If the training request is denied or modified, the notification will include an explanation of the modification or denial.
10. The requesting agency shall be responsible for submitting the original receipts for training or certified copies thereof to the Fiscal Agent. Immediate notification must be submitted to the Fiscal Agent when training cancelled or the decision is made not to attend.
11. Lodging requests shall be done at a government rate and will only be approved for excessively long travel distances or required multiday training events.
12. The Governing Committee must approve travel, mileage, lodging, and Per Diem. If travel costs are approved by the Governing Committee, the recipient must follow the travel rules established by the regions contract with P.O.S.T. In no circumstance shall Per Diem costs exceed the GSA allowable

meal Per Diem rates for travel. Mileage reimbursement will be calculated at the government rate and will be paid from the requesting agency's headquarters address.

13. If an agency chooses to host a fully funded course the agency must provide the regions fiscal agent with the course location and date for advertisement within the region within a reasonable amount of time.
14. Fully funded courses are limited to two officer/deputies or 10 percent of the class size (whichever is greater) from the host agency and every agency within the region until one month prior to the start of the training. The exception to this is when a course is held at a venue that can accommodate a large number of attendance. Training within the region will be opened to offices from outside the region one month before the start of training.
15. Southeast Training Region officers/ deputies will receive priority over officers not from the region when scheduling courses and attendance. Training within the region will be opened to officers from outside the region one month before the start of the training. This requirement can be waived for large classes.
16. Advance payments for training costs will only be authorized by the Governing Committee for special circumstances as they occur.
17. A copy of the training certificate or class roster, in those cases where a certificate is not issued to students, shall be submitted to the Governing Committee and kept with the initial request for training. Failure to submit appropriate proof of training shall result in the forfeiture of approved training funds.
18. The Fiscal Agent shall be responsible for maintaining copies of all training certificates and class rosters for budget auditing purposes only. Each individual agency is responsible for maintaining its own training history records. The Fiscal Agent will **NOT** provide or maintain these records for or in lieu of individual agency responsibility.
19. The Fiscal Agent shall be responsible for establishing a training budget report annually. This budget will be made available upon request and shall be submitted on-line to the CEO's of all state, county, and local law enforcement agencies located in the Southeast Training Region. The budget shall be received on a continuous basis and reported to all Committee Members upon request and during the regularly scheduled meetings.
20. The Fiscal Agent shall be required to keep copies of all financial transactions, receipts, vouchers, and reports pertaining to approved training. Additionally, the Fiscal Agent shall complete all reports required by Colorado P.O.S.T. and a copy submitted to the Chairperson of the Southeast Regional Training Committee quarterly.
21. Board meetings will be held quarterly or as needed.

22. The training request and review process shall be comprised of the following steps:

- The individual agency completes and submits a Training Request Form via e-mail to the Governing Committee Chairperson at a reasonable amount of time prior to the training event.
- The Governing Committee will review the Training Request Form for approval/denial and then notify the requesting agency of the Committee's decision. A brief explanation will accompany the response if the request for training is denied.
- If the request for training is approved, the Governing Committee will complete the Training Request Approval Form and the requesting agency will make payment(s) for the costs associated with the training event.
- Within ten (10) business days after the training event has been completed, the requesting agency must submit to the Governing Committee Fiscal Agent all proof of training (certificates and/or class roster) and necessary documentation for reimbursement.
- All reimbursement requests **MUST** include the following documentation:
  - Good- copies of invoices; copies of payments(s) made
  - services- invoice copies or service contract copies; copies of payments made
  - Mileage and/or Per Diem reimbursement- copies of the requesting agency's expense form with the traveler's name, details of purpose for the travel, date of travel, beginning and ending mileage (if applicable). Mileage and Per Diem reimbursement will be made at the rate specified in the current P.O.S.T. contract.
  - Salaries & Overtime- copies of the requesting agency's time sheets and documentation of hourly rate of pay and benefit costs.
- Reimbursement for training related expenses can be expected within 45 business days from the time that the Fiscal Agent receives the complete necessary reimbursement documentation.

23. Board members unable to attend scheduled meetings must request absence via email. Two unexcused absences may result in removal from the board with a majority vote.

24. Any excess funds will be redistributed as the board sees fit in the final quarter of the fiscal year.

25. The regions contact with P.O.S.T. will supersede anything written these bylaws.

## SOUTHEAST TRAINING REGION SCHOLARSHIP PRE-APPROVAL PROCEDURE:

1. Agency heads or their designees need to submit an e-mail to [southeastregion@lajuntacolorado.org](mailto:southeastregion@lajuntacolorado.org) requesting pre-approval for reimbursement to send an officer/deputy to a class. The e-mail will include the name of the class, the location, the date of the class, the amount of tuition requested, amount of Per Diem requested and an estimated amount for lodging.
2. The e-mail will then be forwarded to the board asking for a vote. A majority vote of the board, four of the seven members, must be obtained to approve or deny the request. Once a decision has been reached by the board, an e-mail will be sent back to the requesting agency head or designee indicating approval.
3. A log with the request and a running total of pre-approved requests will be maintained by the region coordinator.
4. **Per P.O.S.T. rules, the coordinator must submit for reimbursement of classes no more than 60 days after the last day of the class. To insure compliance with the rule, all classes must be submitted to the coordinator no later than 14 days after the last day of the class. An exception may be granted at the discretion of the coordinator, but the reimbursement must be submitted within the 60 day rule. Failure to comply with this requirement may result in the allocated funds being released to reimburse other requests.**
5. If there are any unpaid reimbursements at the end of the grant cycle, the Board will decide which unpaid reimbursements will be paid, taking into account the total amount of reimbursements each agency has been paid throughout the grant cycle and ensure, to the extent possible, fair reimbursement to each requesting agency.

Adopted - December 14, 2018

Revised - July 12, 2023

Kyle Miller, LPD - Chairman  
Sam Fief, PCSO - Vice Chairman  
William Williams, BCSO - Secretary  
Todd Quick, LJPD - Fiscal Agent /Coordinator  
Mike Tihonovich, TPD - At-Large  
Phil Martin, LCSO - At-Large  
Sean McDonagh, RFPD - At-Large