

PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS

COLONEL RICHARD T. SULLIVAN

Chief of Police

December 27, 2001

GENERAL ORDER #30

Series of 2001

To All Department Members:

The Department has an obligation to provide a professional standard of law enforcement service to the community. In fulfilling that responsibility, it is essential that Department personnel be properly trained. This is true not only at the entry level, where officers receive basic training prior to their assumption of police responsibilities, but it is a continuous process throughout their career.

In fulfilling its commitment to provide professional police service, the Department encourages all employees to further their education to the highest level possible. Therefore, committed with its basic responsibilities, the Department will cooperate with employees when arranging duty schedules and assignments to facilitate and encourage such individual effort.

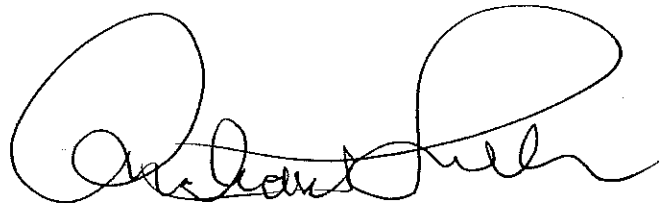
The following pages provide the procedure for enrollment, and application to the educational Incentive Pay Program. All officers are encouraged to review this information and take advantage of this most valuable arrangement as offered by the local collective bargaining agreement between the City of Providence and Fraternal Order of Police, Lodge #3. It is imperative that officers participating in the program adhere, and comply with all procedural requirements as directed.



JOHN J. PARTINGTON

Commissioner

Department of Public Safety



RICHARD T. SULLIVAN

Colonel

Chief of Police

EDUCATIONAL POLICY AND PROCEDURE

SECTION I: APPLICATION FOR COURSES:

Any individual who is seeking enrollment for college course(s) must be accepted into a law enforcement or criminal justice program at an accredited college under the State of Rhode Island guidelines.

Once enrollment has been completed, the officer must report to the Office of the Chief of Police where he/she may obtain an "Application for Approval of College Courses for Payment". This form has to be filled out completely with all the necessary information, (ie. Course name, Course number, Tuition fees, etc...) for every semester he/she wishes to attend, before the officer registers with the college.

NOTE: NO COURSES ARE TO BE CHANGED WITHOUT PRIOR APPROVAL FROM THE OFFICE OF THE CHIEF OF POLICE.

From this application, the Office of the Chief of Police will make out a voucher which is submitted to the Colonel for his approval and signature, authorizing the individual to attend courses, as well as, approval of the tuition costs. Please allow five (5) to seven (7) days for this paperwork to be completed.

The officer is then responsible for picking up the voucher from the Office of the Chief of Police and returning it to the Bursar's Office at their respective college.

NOTE: THIS MUST BE DONE BEFORE THE START OF CLASSES, THIS FORM MUST NOT BE GIVEN TO ANY SCHOOL ADVISOR, NOR CAN THE SCHOOL ADVISOR REGISTER ANY INDIVIDUAL FOR CLASSES. IF THIS FORM IS NOT RECEIVED BY THE BURSAR'S OFFICE BY THE START OF CLASSES, THE INDIVIDUAL WILL NOT BE OFFICIALLY REGISTERED FOR COURSES AND THEREFORE WILL BE UNAUTHORIZED BY THIS DEPARTMENT FOR REGISTRATION AND TUITION COSTS.

Graduation: Upon graduation, you may follow the application process used for courses for the graduation/diploma fees.

Please Note: Any tuition fees allotted to the individual during the current calendar year will be included on a yearly College Tuition Report which is submitted to the City Controller's Office for tax purposes.

SEE SAMPLE FORMS

SECTION II: BOOK REIMBURSEMENT:

The officer is responsible for purchasing the necessary textbook(s) for the college course(s) in which he/she is currently enrolled.

The officer must obtain an original receipt which shows the following:

- * The name of the bookstore/college
- * The respective amounts for each textbook
- * The date the textbook was purchased
- * The name of the textbook of which the receipt is written. If it is a register receipt it must show that you purchased a textbook (ie. "Textbook", "New Text", etc..)
- * If the receipt is hand written, it must be marked "paid" with an authorized signature

After the textbook has been purchased, the officer shall respond to the Office of the Chief of Police before the end of the semester with the appropriate receipts. At that time, a form will be filled out in which the officer will need to have the following information:

- * The semester the book was purchased for
- * The course name
- * The course number
- * The textbook name
- * The amount of the textbook

This form will be processed for reimbursement, which shall take four(4) to eight (8) weeks, and shall be sent directly to your home.

If an officer fails a course, the officer will be responsible for reimbursing the city for said course but will also reimburse the city for the textbook(s) as well.

Please Note: Each officer will be able to keep the textbooks that he/she has purchased. An officer does not have to turn in the textbook(s), as in the past, when requesting reimbursement. However, the amount allocated to an officer during the calendar year for textbooks, will be added to the amount allocated to an officer during the calendar year for courses, and turned in with the yearly College Tuition Report which is submitted to the City Controller's Office for tax purposes.

SEE MEMORANDUM #12, SERIES 2001 AND SAMPLE FORM

APPLICATION FOR APPROVAL OF COLLEGE COURSES FOR PAYMENT

RANK & NAME: _____ BUREAU: _____
 SEMESTER: _____ YEAR: _____ COLLEGE: _____

Are you presently enrolled in a college which offers a Law Enforcement or Criminal Justice Degree? _____ What College? _____

Have you been given final acceptance as a Law Enforcement or Criminal Justice degree candidate by the above college?

YES: _____ NO: _____ Awaiting completion/academic probation: _____

COURSES FOR WHICH YOU REQUEST APPROVAL:

<u>COURSE NUMBER</u>	<u>COURSE NAME</u>	<u>COLLEGE</u>	<u>TUITION</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	Registration Fee (if any):	_____	_____
_____	Lab Fee (if any):	_____	_____
_____	Student Activity Fee (if any):	_____	_____
_____	LRT Fee (if any):	_____	_____
_____	Graduation Fee (if any):	_____	_____
_____	Total Amount Requested:	_____	_____

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NOTE: This form is to be furnished to the Office of the Chief with the exact course numbers (ie: 123-456-789) and the name of each course (ie: Introduction to Criminalistics) with the exact amount of the tuition and other fees involved. **WITHIN SEVEN DAYS** you will receive a voucher authorization based upon the courses and the amounts that you requested.

CERTIFICATION SECTION

I respectfully request that I be furnished authorization by the Providence Police Department to attend the above courses. Further, I expressly, knowingly and willingly waive my rights under the Buckley Amendment Act and request that the college(s) indicated furnish whatever grade reports are requested directly to the Providence Police Department of this semester, and any other that was funded by the Providence Police Department and the City of Providence. Further, in the event that I do not successfully complete any of these courses, I specifically authorize the City of Providence to make payroll deductions from my salary, at their option, to cover the cost of tuition and fees paid for those courses. **THIS IS IN COMPLIANCE WITH ARTICLE 13 SECTION 2 OF THE CONTRACT: "MEMBERS OF THE BARGAINING UNIT WHO FAIL A COURSE OR WHO RECEIVE AN 'INCOMPLETE' FOR A COURSE SHALL REIMBURSE THE CITY FOR ALL PAYMENTS MADE BY THE CITY FOR SAID COURSE WITHIN EIGHT (8) WEEKS FOLLOWING RECEIPT OF THE FAILURE OR 'INCOMPLETE'".**

NOTE: Textbook reimbursement for the above semester shall be submitted by: _____
 Date: ____/____/____ Signature of Applicant: _____
 Social Security Number: _____

PROVIDENCE POLICE DEPARTMENT

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COLONEL RICHARD T. SULLIVAN

Chief of Police

_____, a member of this department is authorized to take the following courses and incur the expenses of the indicated fees which are to be billed to this department.

Any expenses or fees that are not expressly indicated upon this form are not authorized for payment by this department. Any additional fees, expenses etc..., are the responsibility of the individual. I include specifically within this category any late fees that the applicant may have to pay to the college. NO COURSES ARE TO BE CHANGED WITHOUT PRIOR APPROVAL FROM THE OFFICE OF THE CHIEF.

The following expenses are authorized:

<u>Course Number</u>	<u>Course Name</u>	<u>Tuition</u>	<u>Grade</u>
	SAMPLE		
	Registration Fee (if any):		
	Lab Fee (if any):		
	Student Activity Fee (if any):		
	LRT Fee (if any):		
	Graduation Fee (if any)		
	Total Authorized Expense:		

The second copy of this form is to be forwarded from the Registrar's office, to this office, at the close of this semester with the final grade received for each individual course. The officer has expressly waived his rights under the Buckley Amendment Act in regards to the disclosure of such information.

RICHARD T. SULLIVAN
COLONEL
Chief of Police