



*San Diego Community College District  
Police Department  
Policy and Procedures*

5.09 TRAVEL TIME TO APPROVED TRAINING

EFF. 10/01/19

**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.

**IV. PROCEDURES**

A. The Department will authorize travel time to personnel attending training for the following:

1. 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.
2. 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.
3. 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. If travel is conducted on the employee's regular work day, the employee is entitled to be paid for all time spent traveling.
- C. The Department may consider day off changes to accommodate travel, training, and/or staffing requirements.
- D. 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 or the Department's Training Coordinator.