



**PEACE OFFICER STANDARDS & TRAINING
IN-SERVICE CONTINUING EDUCATION
GRANT PROGRAM GUIDELINES**

**For
Award Recipients**

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Prepared by:

**The Department of Law
Attorney General's Office
1300 Broadway
Denver, CO 80203**

Cynthia Coffman, Attorney General

INTRODUCTION

This Guideline is a Peace Officer Standards and Training (POST) policy document developed by the Department of Law (DOL) to assist POST In-Service Continuing Education grant recipients in their understanding of the In-Service Continuing Education grant rules and their administration of POST In-Service Continuing Education grant funds.

AUTHORITY

The In-Service Continuing Education Training Program was created under the authority of SB 14-123 and defined in C.R.S. § 24-31-303 (1) (l) & (2) (b) & (3), C.R.S. § 24-31-310, C.R.S. § 42-3-304 (24), and C.R.S. § 16-2.5-102. It created a POST Board cash fund for the purpose of providing funding for the training of Colorado peace officers through grants awarded by the POST Board. The In-Service Continuing Education Training Program is funded by a \$1.00 fee assessed on motor vehicle registrations. The moneys collected and transferred to the POST Board cash fund shall be used only for the training of certified peace officers of this state, especially certified peace officers in rural and smaller jurisdictions that have limited resources due to the size or location of such jurisdictions.

SECTION 1 - ELIGIBLE RECIPIENT AGENCY

1.1 ELIGIBLE RECIPIENT AGENCY

To be eligible for an In-Service Continuing Education grant an applicant must be a local government, not for profit, college or university that provides law enforcement training to certified peace officers under C.R.S. 16-2.5-102.

SECTION 2 - TRAINING COURSE APPROVAL, COURSE ENROLLMENT

2.1 TRAINING COURSE APPROVAL

The authority and responsibility for training shall be with the Chief Executive Officer (CEO) of each law enforcement agency. The CEO accepts responsibility and liability for the course content and instructor qualifications.

2.2 COURSE ENROLLMENT

POST-funded In-Service Continuing Education funds are for certified peace officers who are current employees of law enforcement agencies within the State of Colorado and fall under C.R.S 16-2.5-102. Civilian employees or military personnel may enroll in these courses only if there are extra spaces available and no peace officers are displaced. POST however, cannot pay for tuition, class materials or refreshments of students who are not certified peace officers. Personnel who are not certified peace officers shall not be included on the attendance roster that is submitted to POST.

SECTION 3 - FUNDING CYCLE, PROGRAM YEAR

3.1 FUNDING CYCLE

The funding cycle for POST begins July 1st of each year.

3.2 PROGRAM YEAR

The program year (the starting and ending date of the In-Service Continuing Education grant program) is July 1st through June 30th. All In-Service Continuing Education grant agreements/contracts and purchase orders for grant funds will begin on their effective date and terminate June 30th. **All funds must be encumbered and liquidated prior to**

June 30th. If equipment is purchased, delivery of the equipment must be received by June 30th.

SECTION 4 - APPLICATION and AWARD PROCESS

4.1 APPLICATION SUBMISSION

Applications are due March 31st of each year and are accepted between March 1st and March 31st. In-Service Continuing Education grant applications may be found at copost.gov/training/service-continuingeducation.gov and must be submitted to POST at postgrants@coag.gov no later than March 31st. Applications received prior to and after the application period may not be included in the award review.

4.2 APPLICATION REVIEW

POST staff shall review applications and make funding recommendations to the POST Director based on the amount of funds available for award, prior funding received by the applicant agency, previous grant performance (if applicable), size and/or location of the applicant agency and the urgency of the request.

4.3 FUNDING DECISIONS

The POST Director will approve, approve with modification, or deny applications by May 30th of each year. Eligible applicants who are denied all funding may submit a written appeal to the POST Director within 10 calendar days of the date of the written notification of the denial. Appeals are limited to the reason for which the denial was made. Appeals are not intended to revisit the original request. It is the decision of the POST Director to grant or deny the basis of the appeal and the funding amount.

4.4 GRANT AWARD

Notification of the grant award will be issued via written notification to the grant recipient. Under most circumstances the award will be issued via a Purchase Order and Statement of Work created by POST and sent to the award recipient for signature. The Purchase Order is legally binding and sets for the manner in which the grant recipient shall administer its POST grant. The Purchase Order will include a description of the activity(s) funded and their respective funding amount(s), and will identify the grant contact and set for the start and end dates of the grant period.

SECTION 5 – ALLOWABLE STUDENT TRAVEL AND BACKFILL EXPENSES

5.1 STUDENT TRAVEL EXPENSES

Travel costs for students traveling for training are eligible and include commercial transportation, air fare, registration costs, tuition, parking, public transportation, computer connection fees, mileage, per diem and lodging. A traveler shall be paid only for cost-effective travel expenses. POST encourages travelers to take advantage of tax exemption whenever possible; however, taxes are an eligible cost to be reimbursed or advanced. **Any commercial travel such as taxi or shuttle costing over \$25 for each individual ride requires a receipt.**

5.2 STUDENT MILEAGE FOR PERSONAL or FLEET VEHICLES

A traveler shall be allowed mileage reimbursement for each mile actually and necessarily traveled. The traveler's local mileage rate shall be used to determine mileage reimbursement but shall not exceed the State's mileage rate. Payment requests must be accompanied by documentation that identified the miles traveled, the origination and destination location

and the purpose of the trip. **Student mileage for personal OR fleet vehicles may NOT be requested in advance of travel.**

5.3 PER DIEM

Meals are allowable when the student is in travel status or attending training requiring over-night stay. Only per-diem is an allowable expense. Actual meal receipts will not be reimbursed. The traveler's local per diem policy shall be used to determine all per diem payments based on the location of the traveler for each day of the trip, but shall not exceed the State's per diem rate. **Student per diem may NOT be requested in advance of travel.**

5.4 STUDENT LODGING

Student lodging is allowable when the student is in travel status attending training. A traveler shall be paid only for cost-effective travel expenses. Actual itemized hotel bills **must be** submitted as documentation of expense. Credit card statements are not sufficient documentation. POST will reimburse for the cost of taxes and resort fees charged to lodging bills; however, students are encouraged to seek tax exemption when applicable. **Student lodging may be requested in advance.**

5.5 BACKFILL

Backfill is an allowable expense for an agency to request to cover eligible personnel attending training. The provision of personnel resources to fill the position of a law enforcement officer, who is traveling to or from or attending or conducting training, is allowable. **Documentation of hourly salary and time card (for the officer performing the backfill) and a time card and certificate of completion for the officer attending the training must accompany the payment request when these costs are requested. Backfill may not be paid in advance.**

5.6 TRAVEL ADVANCES FOR STUDENTS ATTENDING TRAINING

Requests for "advanced funds" can be made for travel expenses, but funds will generally not be disbursed more than ninety (90) days in advance of their actual expenditure. Extenuating circumstances requiring receipt of funds more than ninety (90) days before actual use must be approved by POST. **Under no circumstances shall a travel advance exceed \$1,500 limit per traveler per trip. Settlement of advance upon completion of travel a traveler shall settle his or her Travel Advance within 60 days of completion of travel. Traveler shall also provide a class attendance roster or certificate of completion to evidence that training was completed. Advanced payments can be made for the following:**

- Tuition or Registration
- Supplies (ammo or other required supplies)
- Charter transportation
- Car rental (if required)
- Lodging
- Rental or range fees

SECTION 6 - ALLOWABLE EXPENSES TO HOST A CLASS

6.1 PEACE OFFICER INSTRUCTOR FEE

The maximum daily fee for peace officer instructors shall not exceed \$400.00 per full day or \$50.00 per hour to conduct training. Peace officer instructors may only receive an instructor fee if they are not being paid by their agency to provide the training. Peace officers who are

off duty or use their personal leave time to provide the training may receive instructor fees and travel costs.

All POST funds provided to an individual or business for providing training must be recorded and distributed via the use of a W-2 or W-9.

6.2 PROFESSIONAL TRAINER INSTRUCTOR FEE

Professional trainer fees are eligible expenses that can be requested by an agency. The reasonableness of the fee will be reviewed and approved during the application review. All POST funds provided to an individual or business for providing training must be recorded and distributed via the use of a W-2 or W-9.

6.3 INSTRUCTOR TRAVEL EXPENSES

Travel costs for peace officer instructors and professional trainers traveling for training at an agency are eligible and include airfare, baggage fees, car rental (only if it can be demonstrated that it is required), per diem, travel to and from the airport, mileage, and lodging. Air fare and related costs and car rental costs may be allowed only when it is the most economical mode of travel. **Compensation for travel time of peace officer instructors to and from the delivery of instruction is allowed if the driving time to the training location is four hours or greater. Compensation for travel time of professional trainers to and from the delivery of instruction is not allowed.**

6.4 INSTRUCTOR MILEAGE FOR PERSONAL and FLEET VEHICLES

Mileage for each mile actually and necessarily traveled is an allowable cost. The sponsoring agency's local mileage rate shall be used to determine all reimbursements based on the location of the traveler for each day of the trip but shall not exceed the State's mileage rate. **Reimbursement requests must be accompanied by documentation that identified the miles traveled, the origination and destination location and the purpose of the trip.**

6.5 INSTRUCTOR LODGING

Instructor lodging is allowable when the instructor is conducting training. A traveler shall be reimbursed only for the night before the first day of training is to occur and during each full-day of training including the last day. A traveler shall be paid only for cost-effective lodging expenses. **Actual itemized hotel bills must be submitted as documentation of expense for reimbursement purposes. Credit card statements are not sufficient documentation.**

6.6 FACILITY RENTAL FEES

An agency may request reimbursement for fees incurred to secure a sight to hold the training. This could include, but is not limited to the following: classroom space, driving track, or firearms range.

6.7 TRAINING/CLASSROOM SUPPLIES

Supplies are items that are expended or consumed during the course of the training class (e.g., manuals, field guides, targets, ammunition, simunitions, masks, disks, USB ports, easels, markers, binders, batteries, etc.). Printing and mailing of class material is allowable. Documentation of cost is required for reimbursement.

SECTION 7 - ALLOWABLE SCHOLARSHIP, EQUIPMENT, AND ON-LINE SUBSCRIPTION COSTS

7.1 SCHOLARSHIPS

A scholarship is financial assistance provided to a student to cover the cost of attending training within the Region, outside of the Region or out of state. Agencies wishing to request a scholarship for an individual to attend training must submit the training agenda/announcement with their application. **All students provided scholarship funds must submit a Certificate of Completion with their cost documentation at the time of reimbursement.**

Allowable scholarship costs are:

- Tuition and registration expenses
- Travel, per-diem and lodging expenses
- Training supplies required for the student to attend training such as ammo, targets
- Rental fees (range, driving, etc.)

7.2 EQUIPMENT

Allowable equipment costs are items that are purchased to provide or facilitate training. Examples of allowable purchases include, **but are not limited to the following:**

- Arrest Control Equipment
 - Mats
 - Redman suits
 - Shields (punching and kicking)
- Simunition Equipment
- Laptops (used for training purposes, i.e. watching on-line training)
- Projectors for a training room
- Training ammunition or firearms range equipment
- CPR equipment

7.3 ON-LINE TRAINING SUBSCRIPTIONS

On-line training subscriptions that provide training to an agency are allowable. Only the portion of the subscription that actually covers training is an allowable expense. If you begin a subscription January 1st for on-line training, POST can only pay the first six months of that subscription, so January through June. The next six months of that subscription (July through December) would have to be requested and paid during the next fiscal cycle starting July 1st.

When requesting an on-line training subscription: POST can only pay for ***state certified*** officers individual subscription fees with In-Service Continuing Education grant funds. Please do not include civilian personnel in the total amount requested as this is **not** an allowable use of POST funds.

SECTION 8 - UNALLOWABLE COSTS

- 8.1 No training funds may be used by the recipient:
- To cover personnel (except backfill) or operating costs
 - To purchase equipment (except training equipment) for their agency.
 - Examples of equipment that is **not** allowed: **(not a complete list)**
 - Laptops for **all** officers
 - Tasers for every officer
 - Vests
 - Duty Ammunition

SECTION 9 – PAYMENTS

9.1 PAYMENT REQUIREMENTS

Payment of grant funds shall be in accordance with applicable Colorado State Controller Fiscal Rules and POST disbursement procedures. Payment requests must be accompanied by cost documentation equal to 100% of the payment request and attendance documentation. Payment requests will be reviewed and authorized by POST and generally will be submitted to the Department of Law accounting unit within 10 business days of receipt. Incomplete or inaccurate payment requests may result in a delay of payment or partial payment approval.

After training is completed it is the responsibility of the agency to submit cost documentation, certificate of attendance and a completed POST Reimbursement Request form to POST within 60 days of the completion of training. Reimbursements shall be submitted to postgrants.gov which shall include cost documentation equal to 100% of the payment request.

Examples of appropriate cost and attendance documentation are:

- Copy of **paid** invoices or receipts (not credit card statements)
- Itemized hotel lodging receipt (not a credit card statement or hotel summary)
- Maps if mileage is being requested
- Registration forms
- Airline receipts with flight dates, car rental agreements
- POST Reimbursement form (sent with your Purchase Order)

The applicable cost documentation must be submitted using a POST Reimbursement form and include proof of attendance at the training (certificate of completion or attendance roster)

9.2 FINAL GRANT PAYMENT

Payment can only be approved for actual services received or performed and completed by June 30th. All In-Service Continuing Education reimbursements must be **SUBMITTED TO POST** by June 30th. Equipment purchases must be **PAID** and the delivery of the equipment must be **RECEIVED** by June 30th.

SECTION 10 – PUBLIC ACCESS TO RECORDS

10.1 PUBLIC ACCESS TO RECORDS

The following documents must be made available for public inspection at the grant recipients office:

- Approved POST In-Service Continuing Education Grant application
- All contracts or purchase orders (including funding, consulting, goods and services and delegate contracts) pertaining to POST funds.

If the requesting person wishes copies of the documents, the grantee may request a reasonable fee, not to exceed the actual cost of preparing such documents. Actual cost may include supply, copying, staff and mailing costs. The Colorado Open Records Act (CORA) recognizes that certain records contain private or privileged information. Content identified by CORA as exempt need not be disclosed.

SECTION 11 - CONFLICT OF INTEREST

11.1 In addition to any other applicable laws, the provisions of this section shall apply to all POST contracts.

The following individuals shall not solicit or accept, directly or indirectly, any personal benefit or promise of a benefit from the grant recipient or a person negotiating, doing business with, or planning, within the individual's knowledge, to negotiate or do business with the contracting agency:

A member, or any other person or entity under contract with any governmental body that exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the project, including but not limited to any employee of the contracting agency or any person serving as the monitor of a personal services contract or a member of the immediate family of any individual described above.

No individual described in paragraph (2) of this subsection shall use his or her position, influence, or information concerning such negotiations, business, or plans to benefit him or herself or another.

A grant recipient shall agree that at the time of contracting the grant recipient has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of the grant recipient's services. The grant recipient shall further covenant that, in the performance of the contract, the grant recipient shall not employ persons having any such known interests.

SECTION 12 – REVISIONS TO GUIDELINES

12.1 REVISIONS TO GUIDELINES

In response to new state regulations, or to changing circumstances among the law enforcement training community or to resources available to peace officers, it may, from time to time, be necessary to change the In-Service Continuing Education Grant Guidelines. Changes impacting grant recipients will be communicated prior to their implementation and will only be implemented at the beginning of a grant cycle.

SECTION 13 – SPECIAL CONDITIONS

- 13.1 The grant recipient agrees that any publications whether written, visual or audio, but excluding press releases, newsletters and issue analysis, issued by the grantee or sub-grantee describing training funded in whole or part shall contain the following statement:
“This training was supported by a grant from the State of Colorado Peace Officer Standards and Training Board”.
- 13.2 The grant recipient agrees that training curriculum and instructor(s) qualifications shall be the responsibility of the Chief Executive of their agency.
- 13.3 The grant recipient agrees that all POST-funded training costs shall be available to only POST certified peace officers currently employed in law enforcement.
- 13.4 The grant recipient agrees to be responsible for ensuring compliance with the Grant award terms and conditions.