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Chief of Police

**ALBANY, NEW YORK**  
**POLICE DEPARTMENT**  
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ALBANY, NEW YORK 12210



1789

**TRAINING: ORGANIZATION AND FUNCTIONS**  
**GENERAL ORDER NO: 4.1.05**

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**PURPOSE:** The purpose of this policy is to define minimum training standards for personnel of this department, and to establish provisions for field training, annual training, specialized training, and continuing education.

**POLICY:** It is the policy of the Albany Police Department to provide personnel with the training necessary to perform their duties, as required by the State. In an effort to provide exceptional police service, the department shall seek to advance the skills, knowledge, and abilities of personnel through training and education that is beneficial to the department and the community it serves; and is consistent with the department's mission, goals, and objectives.

**DEFINITIONS:** **Per Diem** – Per diem means a daily allowance for lodging, meals, and incidental expenses.

**Incidental Expense** – Incidental expense means a fee or tip given to porters, baggage carriers, and hotel staff.

**Lesson Plan** – Lesson plan means a detailed guide from which an instructor teaches. The plan includes the goals, specific subject matter, performance objectives, references, resources, and method of evaluating or testing students.

**Field Training** – Field training means a structured and closely supervised program provided to recruit officers to facilitate the application of skills and knowledge obtained in the police academy to actual performance in on-the-job situations.

**Supervisory Field Training** – Supervisory field training means a structured and closely supervised program provided to newly promoted sergeants and lieutenants to facilitate the application of knowledge and skills necessary to perform in on-the-job situations.

**Roll Call Training** – Roll call training means informational training sessions of a short duration administered to law enforcement personnel, prior to their tour of duty.

**Remedial Training** – Remedial training means personalized training to correct a

specific deficiency, which is usually identified by either testing or other evaluation during training, or supervisory evaluation during routine job performance.

**Specialized Training** – Specialized training means training to enhance skills, knowledge, and abilities taught in either recruit or other in-service programs. Specialized training may address supervisory, management, and/or executive development training, or it may include technical and job-specific subjects.

**Specialized Assignment** – Specialized assignment means an assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification; a specialized assignment may involve higher pay or additional benefits.

**Experiential Training** – Experiential training means any training that is accomplished through practical exercise.

**Ad Hoc Location** – Ad hoc location refers to any property or location that meets the practical needs of specified experiential training and is utilized to conduct such training.

**Host** – Host means any law enforcement agency that furnishes facilities and resources for training.

**Entity** – Entity means any residence, business, or other structure or area that is likely to be inhabited by human beings.

## **I. FIELD TRAINING**

- A.** The department's Field Training Officer (FTO) program for all newly sworn officers shall consist of a curriculum based on tasks of the most frequent assignments with provisions for the following criteria.
- B.** The Training Unit shall be responsible for administering the FTO program, which shall include the following responsibilities:
  - 1. Selection process of Field Training Officers (FTOs);
  - 2. Liaison with Academy staff; and
  - 3. Overall management of the FTO program.
- C.** There are four (4) phases of training that the Police Officer Recruit/Probationary Police Officer (PPO) must successfully complete. A new trainer shall be assigned every four (4) weeks as the PPO passes through training phases 1-4. PPOs must be accompanied and supervised by an FTO for a minimum of twelve (12) weeks. The four (4) phases of training shall consist of the following:
  - 1.** Phase 1:
    - a.** Upon successfully completion of the basic training minimum standards, the Recruit Officer advances to Phase 1 and is exposed to a street training process.
    - b.** This occurs for a period of four (4) weeks while the recruit is still in

the Academy.

**2. Phases 2-3:**

- a.** Occurs post Academy graduation, the Recruit Officer advances to the status of PPO and completes two (2) separate, four (4) week training periods while assigned to the patrol division.
- b.** The first four (4) week training period will be completed with a designated primary FTO, and the second four (4) week training period will be completed with a designated secondary FTO.
- c.** These phases shall concentrate on increasing the PPOs proficiency levels, and are designed to provide the PPO with suitable practical experience to enable them to effectively enter into service as a police officer.

**3. Phase 4:**

- a.** Consists of one (1) week with the Traffic Safety Unit working with DUI officers and/or traffic crash investigators);
- b.** One (1) week with a Neighborhood Engagement Unit beat officer; and
- c.** Two (2) weeks in the patrol division under solo patrol observation with the designated primary FTO.

**4.** All police officers hired at the lateral entry level shall be designated the status of PPO, and shall successfully complete phases two (2) and three (3) of the Field Training Program, as well as the requirements listed below.

**5.** During the FTO solo patrol observations, PPO proficiency shall be monitored, and the PPOs successful completion and formal release from the Field Training Program shall be granted based on the following:

- a.** Meeting performance criteria within established guidelines;
- b.** Successful completion of sixty (60) Daily Observation Reports (DORs), APD Form # 450 shown on pages 22 and 23 of this order;
- c.** Review and approval of the completed DORs by a Training Unit supervisor;
- d.** Conference with a Training Unit supervisor, the PPO, and the PPOs primary FTO; and
- e.** Final approval from the Chief of Police or his/her designee.

**5.** Upon successful completion of the Field Training Program, the PPO shall continue their probationary employment period under solo patrol.

**6.** Employees hired at the probationary employment level shall be subject to a probationary period of not more than fifty-two (52) weeks, including training periods. Upon successful completion of the probationary period, the employee shall be granted permanent employment status, as per current applicable Agreement.

**C. FTO Selection Process:**

- 1.** In order to be considered for an FTO position, officers must meet the

following minimum requirements:

- a. Be in good standing with the department; and
  - b. Demonstrate professional behavior and satisfactory ability with both oral and written communication skills.
- 2. Available vacancies shall be posted via IDC from the Chief of Police. Officers interested in applying for a posted FTO position shall submit a training request in PowerDMS for consideration. Selections shall be made at the discretion of the Chief of Police or his/her designee.
- 3. An FTO may be removed as a Field Training Officer at any time for failing to perform the duties and responsibilities of a Field Training Officer at an acceptable level.

**A. Supervision of Field Training Officers:**

- 1. Patrol lieutenants shall be responsible for assigning a patrol sergeant to monitor each FTO in their patrol squad.
- 2. Patrol sergeants shall be responsible for the direct field supervision of FTOs and PPOs assigned to their station/shift, and shall be responsible for managing the day to day actions of said FTOs and PPOs.
- 3. Patrol sergeants shall be responsible for monitoring the calls assigned to the FTO and PPO, along with approving all paperwork submitted.
- 4. Patrol sergeants shall inform the Training Unit sergeant when a PPO is not responding to training, or when an issue arises regarding an FTO or PPO that needs immediate attention.
- 5. Patrol sergeants shall review all DORs with the FTO and PPO, and shall be responsible for signing off on each DOR, prior to submission to the Training Unit.
- 6. The Training Unit sergeant shall be responsible maintaining contact with field supervisors, and monitoring both the training efforts of the FTO, as well as the PPOs work performance.

**B. Evaluation Guidelines:**

- 1. Guidelines for the objective evaluation of a recruits job performance and skill proficiency by an FTO are delineated on a Daily Observation Report (DOR), and include performance criteria and descriptions of satisfactory and unsatisfactory job performance.
- 2. FTOs shall be responsible for carefully documenting the daily work performance of an assigned PPO by the end of each observed shift. Said documentation shall be completed on a DOR, which shall clearly be numbered in chronological order.
- 3. If a PPO is not responding to training, the patrol supervisor shall set up a formal meeting with the PPO, the FTO, the patrol supervisor, and the Training Unit sergeant to review all documentation of job performance.
- 4. Job performance deficiencies shall be reviewed and a determination shall be made if a PPO will be recommended for remedial training or for termination.
- 5. PPOs shall be assigned to remedial training until their job performance

improves to an acceptable level or until they are recommended for termination.

6. PPOs are permitted a total of four (4) weeks of remedial training, which shall be thoroughly documented on IDC to the Chief of Police. Extensions may be granted as facts and circumstances dictate, and with expressed approval from the Chief of Police or his/her designee.

**C. Training of Field Training Officers:**

1. All Field Training Officers must successfully complete a DCJS certified Field Training Officer in-service training course, prior to being assigned a recruit or PPO.
2. The Training Unit shall be responsible for providing periodic training to FTOs to enhance their skills sets. Such training may include the following:
  - a. Legal updates and bulletins;
  - b. Changes in department policies and procedures;
  - c. Enhanced adult learning principles; or
  - d. Advances in police operations training.

**D. Compensation of Field Training Officers:**

1. An FTO shall receive fifty dollars (\$50.00) compensation, each day they spend training a recruit and/or PPO, as per current applicable Agreement.

**E. Compensation of Supervisory Field Training Officers:**

1. A Supervisory FTO shall receive twenty-five dollars (\$25.00) compensation each day they spend training a newly promoted sergeant or lieutenant, as per current applicable Agreement.

**II. DEPARTMENT IN-SERVICE TRAINING**

**A.** All sworn personnel of the Albany Police Department must attend a minimum of twenty-one (21) hours of in-service training annually, including legal updates. This training shall be conducted by trained and/or certified department personnel selected and supervised by the Commander of the Administrative Services Bureau.

**B.** This training requirement may be fulfilled by the following means:

1. Classroom Training and/or Practical Exercise:
  - a. Content of training, times, location, and duration shall be determined and coordinated by the Training Committee.
2. Roll Call Training:
  - a. At least fifteen (15) minutes prior to the commencement of their tour of duty, officers shall attend and participate in roll call briefing, at which time officers will be in appropriate attire and properly

equipped and prepared for their tour of duty. This briefing shall proceed according to the following:

- i. Shall be conducted in the reserve/squad room by a supervisor, with all designated officers in attendance.
- ii. All appropriate assignments, orders, procedures, and other pertinent information shall be read or otherwise brought to the attention of the officers.
- iii. Officers shall make appropriate notes of information conveyed at this briefing.
- iv. In all cases, each officer shall be responsible for being aware of pertinent information involving events that have occurred since their last tour of duty.
- v. The briefing shall include an informal inspection. This shall encompass the overall appearance and condition of each officer's uniform and equipment. The appropriate correction of any deficiency shall take place at this time.
- vi. Officers and detectives assigned to specialized units may hold less formal briefings.

**b. Informal Roll Call Training:**

- i. Discuss criminal activity for the past twenty-four (24) hours.
- ii. Discuss any special information obtained from the prior shift.
- iii. Ensure that personnel are made aware of any changes or events that occurred while they were off-duty.
- iv. Review any issues of concern with officers about assigned areas.
- v. Review information from ICU related resources.
- vi. Discuss news events that affect the department.
- vii. Discuss criminal and traffic problem areas and ways to enhance enforcement techniques in the problem areas.

**c. Formal Roll Call Training:**

- i. Formal Roll Call Training must be well planned and researched and the following steps completed:
  - a) Determine training needs for the group.
  - b) Clearly identify the instructional and learning objectives to be accomplished.
  - c) Obtain necessary information, such as current literature, laws, etc.
  - d) Teach the lesson and obtain immediate feedback from the group.
  - e) Follow-up to ensure that training objectives have been met.
  - f) Give additional training, if required.

**d. Training Areas:**

- i. Although Roll Call Training covers topics that directly assist officers in the performance of their duties, training periods should also be used to instruct officers in the following areas:
  - a) New directives;
  - b) Changes in law;
  - c) Officer survival related topics;
  - d) Arrest and defensive tactics techniques; and
  - e) Mental health related topics.

**e. Responsibilities:**

- i. The Training Unit shall provide support to those involved in preparing formal Roll Call Training sessions.
- ii. The shift lieutenants shall evaluate Roll Call Training, as well as assess areas requiring instruction through observation of field work, performance evaluations, productivity, and/or other means needed.
- iii. The shift lieutenant shall review and forward all documentation of the completion of specified formal training, indicating attendees, dates, and subject matter to the Training Unit.
- iv. The shift lieutenant shall ensure that all personnel under their command attend Roll Call Training, and shall ensure that personnel, who were unavailable to attend the formal training sessions due to leave, illness, etc., receive the required training.
- v. Sergeants shall be responsible for assisting the shift lieutenant in the evaluation of training and identification of training needs.

**f. Instructors:**

- i. The immediate supervisor shall be responsible for conducting both formal and informal training for assigned personnel.
- ii. DCJS Certified Instructors may also be utilized to prepare and present formal Roll Call Training.
- iii. Any formal Roll Call Training topics/materials must be approved by a Training Unit supervisor, prior to presentation at Roll Call.

**g. Departmental Personnel:**

- i. All personnel are responsible for providing feedback to their supervisor concerning Roll Call Training and offering suggestions for improvement.

**3. Video Presentation:**

- a. Videos for training and/or informational purposes may be provided

to personnel, by means available to the department, including but not limited to the following:

- i. The [Department Home Page](#);
- ii. [PowerDMS](#); or
- iii. Other audio/video equipment available to the department.

4. Training requirements may also be fulfilled by other acceptable means, as deemed appropriate, in order to assist in the delivery of training material being presented.

**C. In-Service Training Topics:**

1. Firearms training, to include live fire training of all authorized firearms;
2. Use of force and deadly force;
3. Legal updates, including statutory law and case law affecting law enforcement operations;
4. Department policies, procedures, rules, and regulations, with emphasis on changes;
5. Leadership;
6. Ethics and integrity;
7. Interrogation and interviewing techniques;
8. Supervisory training;
9. Management training;
10. CPR and AED training;
11. Emergency fire suppression techniques;
12. New or innovative investigative or technological techniques or methods;
13. Hazardous materials;
14. Contingency plans, if any, including those relating to special operations and critical incidents;
15. Crime prevention;
16. Collection and preservation of evidence;
17. Report writing and records system procedures and requirements;
18. Victim/witness rights; and
19. Community policing.

**D. Records documenting training shall be maintained by the Training Unit, as outlined in [General Order 4.1.00 – Training: Administration](#).**

**E. Department personnel shall receive information regarding the accreditation process according to the following:**

1. All newly hired non-sworn department personnel within thirty (30) days after their employment begins;
2. All newly hired sworn department personnel within thirty (30) days after their employment begins, or within thirty (30) days after completing the recruit academy;
3. All agency personnel during the self-assessment phase associated with achieving initial accreditation; and
4. All department personnel prior to an on-site assessment.

### **III. PROMOTIONAL TRAINING**

- A.** Sworn personnel promoted to the rank of sergeant shall attend a Municipal Police Training Council (MPTC) sponsored or authorized first line supervisors training program, within one (1) year of promotion.
  - 1.** Newly promoted sergeants shall attend twenty-four (24) hours of in-service training upon promotion, and shall complete one-hundred and twenty (120) hours of supervised field training with a senior sergeant officer.
- B.** Sworn personnel promoted to the rank of lieutenant shall complete a department approved management training program, within one (1) year of promotion, unless such training was completed prior to promotion.
  - 1.** Newly promoted lieutenants shall complete forty (40) hours of supervised field training with a senior lieutenant officer.
- C.** Non-sworn personnel promoted to supervisory positions shall complete a department approved supervisor program, within one (1) year of appointment, unless such training was completed prior to promotion.
- D.** Supervisors shall receive additional training on an annual basis to enhance their managerial skills, as courses and opportunities permit.
- E.** All promotional training shall be documented and filed with the Training Unit, as per current directives.

### **IV. TRAINING OF NON-SWORN PERSONNEL**

#### **A. Orientation:**

- 1.** All newly appointed non-sworn employees shall receive information on the following:
  - a.** The department's role, purpose, goals, policies, and procedures;
  - b.** Working conditions and regulations;
  - c.** Employee rights and responsibilities;
  - d.** Accreditation processes;
  - e.** The City of Albany Personnel Policy and Procedures Manual;
  - f.** The facility which he/she is assigned, as well as an overview of other departments and relevant City of Albany facilities; and
  - g.** Equipment and supplies to be used in the performance of his/her duties.
- 2.** It shall be the responsibility of the newly hired employee's immediate supervisor to ensure that all newly hired employees completes orientation.

#### **B. Pre-Service Training:**

- 1.** The department does not provide pre-service training for any non-sworn

positions within the department.

**C. In-Service Training:**

1. Non-sworn personnel shall receive training to meet the requirements of the various job responsibilities to which they are assigned.
2. In addition to orientation training, job specific training may be provided to non-sworn personnel in accordance with local, State, and/or Federal law, as necessary to perform their duties.
3. Such training shall be coordinated by the appropriate unit supervisor, along with the Training Unit supervisor.
4. Positions requiring specific training may include, but are not limited to the following:
  - a. Telecommunications Specialist;
  - b. Crime Analysts;
  - c. Anti-Violence Coordinator;
  - d. Youth Aide;
  - e. Animal Control Officer;
  - f. Computer Technology Unit Technicians;
  - g. Central Records Personnel; and
  - h. Central Booking Personnel.
5. Training records shall be tracked in PowerDMS and maintained by the Training Unit, in accordance with [General Order 4.1.00](#).
6. It is the responsibility of personnel to satisfy the specific re-certification mandates of their assigned position.

**V. UNIT/JOB SPECIFIC TRAINING**

**A.** Upon appointment to a specialized assignment or duty that requires enhanced skills, knowledge, and abilities, above and beyond the level taught in either recruit or other in-service training programs, some positions may require specialized training prior to performing that function. While other positions may require continued on-the-job training during tenure in that assignment, including any requisite supervised on-the-job training, as determined by the appropriate commander or where law mandates training.

1. All newly promoted sworn and non-sworn personnel shall receive job related training upon promotion.
2. Personnel assigned to specialized units shall train regularly to improve skills and maintain skills and readiness, as necessary and according to the requirements of their position.
  - a. Job postings shall list the required training needed for specific assignments, as well as any time frames for completion and any retraining requirements.
  - b. This also includes supervised on the job training, if applicable.
    - i. Specialized assignments shall be in accordance with current directives in [GO 1.2.25 – Specialized Assignments](#).

3. It is the responsibility of all personnel assigned to specialized units or functions to satisfy any re-certification mandates in order to retain their assignment.
- B.** Specialized units or functions of the department requiring specialized training shall include, but are not limited to the following:
  1. Field Training Officer (FTO);
  2. Telecommunication Specialists;
  3. Sergeants;
  4. Mounted Officer;
  5. Canine Officer;
  6. Neighborhood Engagement Unit (NEU);
  7. School Resource Officer (SRO);
  8. Community Service Officer (CSO);
  9. To Reach and Connect (TRaC);
  10. Enhanced Supervision Unit (ESU);
  11. Prevention Services Unit (PSU);
  12. Detectives (All Units);
  13. Crime Analysts;
  14. Radar/Lidar Operator;
  15. Alco Sensor Operator;
  16. Breath Test Operator (BTO);
  17. Patrol Rifle Operator;
  18. Police Instructor;
  19. Firearms Instructor;
  20. OC Instructor;
  21. Taser Instructor;
  22. EVOC Instructor;
  23. Defensive Tactics Instructor;
  24. Physical Fitness Instructor;
  25. Crash Investigator;
  26. Laser Scan Instructor;
  27. Arson Investigator;
  28. Mental Health Instructor;
  29. Suicide Prevention Instructor;
  30. CPR Instructor;
  31. Bicycle Operator;
  32. Motorcycle Operator;
  33. Sexual Assault Response Team (SART);
  34. Crisis Intervention Team (CIT);
  35. Crisis Management Team (CMT);
  36. Critical Asset Assessment Team (CAAT);
  37. Emergency Services Team (EST), training and readiness exercises;
  38. Accreditation Manager, within one year of appointment; and
  39. Training Unit Personnel.
- C.** When there is a need for unit specific or job specific training, the unit supervisor shall coordinate with the Training Unit lieutenant and the Chief Fiscal Officer to schedule personnel for training and make arrangements for payment of any

travel or course related expenses.

## **VI. REMEDIAL TRAINING**

- A.** Personnel who fail to meet the required standards of performance during field training or mandatory in-service training shall be required to complete remedial training.
  - 1.** Remedial training may also be required in the following situations:
    - a.** Personnel who fail to maintain adequate job performance standards (e.g., firearms qualification); or
    - b.** Personnel whose conduct may be corrected through supplemental training.
  - B.** The need for remedial training may be identified based on test results, evaluations, job performance, and/or input from instructors, field training officers, supervisors, and/or the Training Unit.
    - 1.** Once the need is determined, remedial training shall commence as soon as practicable.
    - 2.** Personnel who refuse or fail to complete remedial training may be subject to disciplinary action.
  - C.** All remedial training shall be documented on an IDC to the Chief of Police and stored in the employee's training file.

## **VII. DEPARTMENT POSTED TRAINING AND SELECTION**

- A.** The Chief of Police will periodically post training opportunities via Intra-Departmental Correspondence.
  - 1.** Personnel interested in attending such training shall complete a Training Request in PowerDMS. (For detailed instructions see course "[How to Complete a Training Request](#)" in PowerDMS.)
  - 2.** Personnel will have until the posted closing date to complete the Training Request in order to be considered for selection to attend the designated training.
  - 3.** After the posting has closed, personnel will be selected at the discretion of the Chief of Police or his/her designee.
  - 4.** The Training Unit lieutenant shall coordinate with the Chief Fiscal Officer, and the employee(s) selected to attend the training, to complete any necessary registration and to make travel arrangements, if applicable.
  - 5.** Any travel or training related expenses shall be provided for, in accordance with State and Federal guidelines and as outlined in this policy.

## **VIII. OUTSIDE TRAINING AND TRAVEL**

- A.** Travel and Training Authorization:

1. Personnel of the Albany Police Department who wish to attend training that is being hosted by an outside agency, and the training has not been posted by the Chief of Police, must complete the following:
  - a. An [Albany Police Department Travel and Training Request Form](#), APD Form # 377 shown on page 24 of this order; and
  - b. Attach a copy of the course description, with detailed travel arrangements, to the Travel and Training Request Form and submit them to the Chief of Police, through the chain of command, for approval.
2. If the Chief of Police or his/her designee approves the training, the Training Unit and the Chief Fiscal Officer shall be notified.
  - a. The Training Unit shall be responsible for registering the employee for the training; and
  - b. The Chief Fiscal Officer shall be responsible for arranging lodging, transportation, per diem, and course related fees.

## **IX. TRAINING RELATED TRAVEL**

### **A. Authorized Modes of Travel:**

1. The use of an airplane, bus, train, local transit system, department vehicle, personal vehicle, rental vehicle, or taxi shall be determined by the Chief of Police, with recommendations made by the Chief Fiscal Officer.
2. The method of travel shall be determined and authorized by the Chief of Police prior to the employee's departure. The determination shall be based upon what is the most advantageous to the department after cost, expediency, and practicality are considered. Expenses for each mode of travel shall be covered according to the following:
  - a. Airline Travel:
    - i. The Chief Fiscal Officer shall coordinate all travel arrangements and shall be authorized to pay for coach class service only.
    - ii. Personnel are entitled to reimbursement for parking fees that are incurred at departure airport locations.
  - b. Taxi/Shuttle Service:
    - i. If courtesy transportation is available to shuttle personnel between the carrier terminal and the hotel/conference center, it shall be considered a viable source of transportation and shall be utilized by personnel.
    - ii. Personnel opting to use other means of transportation when courtesy transportation is available, shall not be reimbursed for those transportation expenses.
    - iii. If no such courtesy transportation exists, personnel shall be reimbursed for the usual fare between the carrier terminal

and the hotel/conference center.

a) To be reimbursed, personnel must obtain a receipt for such expense, and submit the receipt with a completed [Albany Police Department Travel Voucher](#), APD Form # 378 shown on page 25 of this order, to the Chief Fiscal Officer. This form must be signed by a supervisor before it can be submitted.

**c. Rental Vehicle:**

- i. A rental vehicle may be authorized only when the type of trip or location is such that the use of local transportation such as taxis, airport shuttles, and buses are not practical or are more expensive.
- ii. Personnel shall receive authorization to rent a vehicle prior to embarking upon the trip.
- iii. If a rental vehicle is authorized, the department will pay for a midsize/intermediate vehicle, unless there are more than three passengers.
- iv. A vehicle upgrade is allowed at the employee's expense or if it is provided at no additional cost.
- v. The City of Albany has provisions for insuring rental vehicles against damages when used by an employee on official business. Personnel who elect to take a collision damage waiver, personal accident, or theft insurance coverage with the rental vehicle company shall not be reimbursed the additional costs of such coverage.
- vi. The rental vehicle shall be returned to the original rental location intact, on time, and with the appropriate level of fuel.
- vii. Personnel shall be responsible for initially covering any fuel costs, including re-fueling the vehicle prior to its return to the rental agency.
- viii. Personnel shall be responsible for any additional costs resulting from the use of the rental vehicle for purposes other than official-related business.
- ix. At the conclusion of the trip, personnel shall be reimbursed for fuel and tolls based upon the submission of the appropriate receipts and a completed [Albany Police Department Travel Voucher](#), APD Form # 378; as well as, any other procedures and/or restrictions set forth in this policy.

**d. Department Vehicle:**

- i. Official vehicles shall be the preferred method of local travel and travel of a reasonable distance.
- ii. Prior to embarking on a trip, personnel shall fill the gas tank of the vehicle at the appropriate City facility.
- iii. The department shall reimburse personnel for any required, additional gas purchased for the travel.

a) At the conclusion of the trip, personnel shall be reimbursed for the cost of the fuel based upon the submission of the appropriate receipts and the [Albany Police Department Travel Voucher](#), APD Form # 378; as well as, any other procedures and/or restrictions set forth in this policy.

**e. Personal Vehicle:**

- i. In the event the Chief of Police or his/her designee determines that an employee's personal vehicle shall be utilized as the mode of travel, the employee shall be reimbursed based on the City of Albany's pre-determined rate and the mileage driven to and from the training location.
- ii. The mileage driven shall be determined either by actual odometer readings or by the use of standard highway mileage guides.
- iii. If more than one (1) employee travels in the same vehicle, only the owner/operator of the vehicle can seek reimbursement based upon mileage.
- iv. Every effort shall be made to keep the use of personal vehicles to a minimum.

**B. Lodging:**

1. The Chief Fiscal Officer shall arrange for all lodging reservations and payments at the designated/recommended hotel or conference center.
2. One room shall be reserved for up to two (2) persons of the same gender.
3. The Chief Fiscal Officer shall make every effort to secure the government or discounted rate offered by hotels.
4. As a government agency, the department is exempt from sales tax in New York State. If lodging has been arranged for an employee of the Department, the Chief Fiscal Officer shall ensure that the tax-exempt certification is received by the designated hotel.
5. Personnel who are provided lodging by the department shall, upon their return, deliver a copy of the hotel receipt to the Chief Fiscal Officer.
6. Personnel will bear the cost of any additional hotel charges beyond the cost of the room and applicable tax.

**C. Meals:**

1. Personnel, who are on official travel out of the local area, may be eligible to receive a pre-determined daily allowance (per diem) to cover the cost of meals and incidentals.
  - a. The per diem rate is established under State and Federal guidelines and may vary due to the travel location (state, county, and city).
  - b. The per diem rates are determined based upon the designated location that the employee is traveling.

2. The Chief of Police or his/her designee shall determine if personnel are approved to receive per diem.
3. If the registration fee for the training includes any meals, personnel attending the training will not receive an additional monetary allowance for those meals, and the per diem rate will be adjusted accordingly.
4. Personnel will not be reimbursed for meal expenses incurred beyond the per diem rate.
5. The per diem rate begins on the day of departure for official travel and stops upon scheduled return.

**D. Tolls/E-Z Pass:**

1. The department maintains an E-Z Pass account with E-Z Pass tags, which are available for official, pre-approved department business only.
  - a. If using a department E-Z Pass tag for travel, personnel must obtain the E-Z Pass tag and [Albany Police Department E-Z Pass Log Form](#), APD Form # 075 shown on page 26 of this order, from the Chief Fiscal Officer prior to their departure.
  - b. To ensure that the department vehicle being used for travel is registered with E-Z Pass, personnel must provide the Chief Fiscal Officer with the make, model, year, and plate number of the department vehicle being used.
  - c. Personnel using a department E-Z Pass tag must complete the E-Z Pass Log Form, recording all E-Z Pass use for the duration of travel.
  - d. Such record must include the date(s) of use, employee name, unit/plate number; E-Z Pass tag number, beginning toll plaza, ending toll plaza, and destination.
  - e. Upon completion of travel, the E-Z Pass tag and completed E-Z Pass Log Form shall be returned promptly to the Chief Fiscal Officer.
2. Personnel who utilize a department E-Z Pass tag for travel must adhere to the E-Z Pass terms and conditions, as set forth by E-Z Pass; most notably:
  - a. E-Z Pass tags shall only be used on vehicle(s) that are listed on the account.
  - b. E-Z Pass tags may only be used at E-Z Pass facilities. Such facilities are marked by "E-Z Pass" signs.
  - c. Vehicles utilizing the E-Z Pass facilities must adhere to posted speed limits in designated E-Z Pass lanes.
  - d. The E-Z Pass tag shall be properly attached to the windshield when in use, to prevent any misreading at the toll booth.
3. E-Z Pass may impose a fee for violations of their terms and conditions. Personnel who violate the aforementioned terms shall bear the cost of any fees assessed by E-Z Pass for violations of those terms.

**E. Special Needs:**

1. If personnel who are authorized to travel have a special need, the department will provide reasonable accommodations and pay for any additional travel expenses incurred. The additional expenses must be necessary to accommodate a special need, which is clearly visible or discernible, or substantiated in writing by a competent medical authority.

**F. Conference Fees:**

1. The Chief Fiscal Officer shall arrange payment for any course fees. In the event that the course fee must be paid at the time of check-in/registration at the training, personnel attending the training shall be provided with a check prior to departure, to satisfy the course fee upon check-in/registration.

**G. Reimbursement:**

1. Reimbursement for any expenses related to official travel that have not been pre-approved prior to departure, will be made at the discretion of the Chief of Police, in accordance with Federal and State guidelines.
2. Personnel shall be responsible for completing the following:
  - a. An [Albany Police Department Travel Voucher](#), APD Form # 378 shown on page 25 of this order, with the original receipts for any expenses claimed attached to the form.
  - b. The Albany Police Department Travel Voucher and receipts shall be submitted to the Chief Fiscal Officer within ten (10) days of completion of training.
  - c. Expenses must be reasonable in cost and necessary to be considered for reimbursement.
3. Expenses that will not be reimbursed include, but are not limited to; alcoholic beverages, annual fees, interest for personal credit cards, traveling expenses for family or companions, loss or theft of personal belongings.

**X. EDUCATION ASSISTANCE PROGRAM**

- A. Personnel may be eligible for tuition reimbursement for post-secondary education expenses incurred by the employee, in accordance with the Education Assistance Program administered by the City, and as outlined in the City of Albany Personnel Policy and Procedures Manual and applicable Agreements.

**XI. EXPERIENTIAL TRAINING**

- A. All personnel shall obtain prior written authorization from the Chief of Police or his/her designee prior to hosting or conducting any experiential training at an ad hoc location.
  1. When applicable, appropriate notifications will be made to members of the

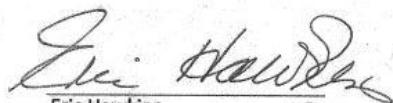
Albany Community Policing Advisory Committee (ACPAC), the Albany Common Council, the affiliated neighborhood associations, and any residents within three-hundred (300) feet of the designated training area.

- a. This notification will be in writing and must include the training date(s), time(s), location, scope of training, and department contact information.
  - b. Department contact information will be provided as a resource for the community to seek further information, as well as a resource for the department to seek input.
  - c. All appropriated parties will receive this written notification fourteen (14) days prior to the start of the scheduled training.
  - d. Notifications shall be made to the general public when any experiential training is conducted at a location that may be open to public view or that may, by nature of the training, cause alarm to the public if not informed.
    - i. The proper means of notification shall be determined based on the training being conducted.
    - ii. Notification may be made via Facebook, Nixel, other forms of social media, or by any other means deemed appropriate.
- e. Personnel of this department who participate in training(s) held on premises or facilities of other agencies or organizations shall not be responsible for making any notification. It shall be the responsibility of the corresponding agency to make any necessary notifications.

**B.** Any employee of this department, who requests to host or conduct any experiential training, at an ad hoc location, within the City of Albany must complete the following two forms:

1. An [Albany Police Department Experiential Training Request Form](#), APD Form # 345 shown on pages 27, 28, and 29 of this order, which must have the following sections completed:
  - a. The location, date(s), and type of training to be conducted;
  - b. The owner, business, and/or agency information;
  - c. A contact person, including two (2) phone numbers that the contact person can be reached from. If unable to obtain two (2) phone numbers for the contact person, a secondary contact person shall be listed;
  - d. The name and contact information of the Albany Police Department employee who is requesting the training;
  - e. The responsibilities of the Albany Police Department personnel who will be conducting the training;
  - f. Notifications that were made both internally and externally; and
  - g. The type of documentation that was completed.
2. The [Albany Police Department Ad Hoc Site Authorization Form](#), APD Form # 346 shown on page 30 of this order, must have the following sections completed prior to the commencement of training:

- a. The owner's name;
  - b. The property address;
  - c. The type of training to be conducted;
  - d. The date(s) that the training will be conducted; and
  - e. The property owner's signature.
- C. The [Albany Police Department Experiential Training Request Form](#) # 345 and the [Albany Police Department Ad Hoc Site Authorization Form](#) # 346 will then be forwarded to the Chief of Police or his/her designee no later than thirty (30) days prior to the start date of the requested training.
- D. Upon review of all documentation, the Chief of Police or his/her designee shall either grant approval to commence the training or deny the request.
  - 1. If approval is granted, all related training documentation including training records, before and after pictures, and associated paperwork must be forwarded to the Albany Police Department Training Unit and maintained in accordance with current directives.
  - 2. If approval is denied, the training will not be carried out. All related documentation must still be forwarded to the Albany Police Department Training Unit and maintained, in accordance with current directives.
- E. If an agency other than the Albany Police Department is hosting training at an ad hoc location within the City of Albany and members of the Albany Police Department are to attend the training the following must occur:
  - 1. The training supervisor will liaison with the outside agency to determine if the training can be subject to the department's notification policy.
    - a. If the outside agency determines the training can be made public then the Albany Police Department will follow the guidelines set forth in this order.
    - b. If the outside agency determines the training cannot be made public a determination will be made by the Chief of Police or his/her designee, whether it is essential for departmental personnel to attend.



Eric Hawkins  
Chief of Police



DAILY OBSERVATION REPORT # \_\_\_\_\_

DATE \_\_\_\_\_

TRAINEE'S LAST NAME, FIRST INITIAL BADGE#

FTO'S LAST NAME, FIRST INITIAL BADGE#

ALBANY POLICE DEPARTMENT  
SUPERVISED FIELD TRAINING  
DAILY OBSERVATION REPORT

Rating instructions: The field Training Officer should rate observed behavior utilizing the scale that is described in the guide and outlined below. Written comments pertaining to the most and least satisfactory performance must be placed in the "Narrative" section. Narrative comments can be provided for any behavior observed; however, are required whenever a rating of "2" or less, "6" or more and "NRT" is given in any category. "N.O." should be circled if behavior is not observed in a given area. A description of any remedial training provided, including the amount of time utilized, should be noted in the narrative section.

1=Unacceptable, 4=Acceptable, 7=Superior  
NRT=Not Responding to Training, NO=Not Observed, NAR=Narrative, RDT=Remedial Training

<u>PERFORMANCE AREAS</u>		<u>RATING</u>		<u>FTO RO</u>
1. Community Interaction	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
2. Intervention/Mediation	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
3. Handling Criminal Offenses	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
4. Handling Special/Complex Cases	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
5. Victim Interaction	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
6. Suspect/Prisoner Interaction	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
7. Processing Arrests	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
8. Vehicular Offenses/Accidents	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
9. Vehicle Operations/Normal	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
10. Vehicle Operations/Emergency	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
11. Vehicle Maintenance	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
12. Police Interaction	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
13. Knowledge/Use of info/resources	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
14. Vouchering/Inventorying	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
15. Reports/Clerical Duties	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
16. Officer Safety	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____

<u>BEHAVIORAL DIMENSIONS</u>				
17. Police Ethics/Integrity	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
18. Communications Skills	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
19. Comprehension Skills	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
20. Problem Recognition	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
21. Reasoning Ability	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
22. Information Ordering	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
23. Person/Suspect Recognition	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
24. Geographical Orientation	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
25. Memorization	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
26. Judgment	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
27. Innovativeness	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
28. Adaptability	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____
29. Drive/Initiative	NO NRT	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	NAR REM Time	____/____

Narrative Comments

The **most** acceptable area of performance today was rating category number(s)

A specific incident that demonstrates today's performance in this area is: \_\_\_\_\_

The **least** acceptable area of performance today was rating category number(s)

A specific incident that demonstrates today's performance in this area is: \_\_\_\_\_

---

Documentation of performance and comments: Cat.

No. (if more space is needed, please use pg 3)

Recruit Officer \_\_\_\_\_ / \_\_\_\_\_ F.T.O. \_\_\_\_\_ / \_\_\_\_\_

Signature

Signature

Supervisor \_\_\_\_\_ / \_\_\_\_\_



**ALBANY, NEW YORK  
POLICE DEPARTMENT**  
165 HENRY JOHNSON BOULEVARD  
ALBANY, NEW YORK 12210



1789

**TRAVEL AND TRAINING REQUEST**

Incident # \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Training Name: \_\_\_\_\_

Date(s) of Training or Investigation: \_\_\_\_\_

Training Location: \_\_\_\_\_

Dates and Times for Airfare: \_\_\_\_\_

Registration Cost: \_\_\_\_\_

Date(s) for Hotel Reservation: \_\_\_\_\_

Suggested Hotel:  
(If applicable) \_\_\_\_\_

Hotel address: \_\_\_\_\_

Means of Transportation: \_\_\_\_\_

Supervisor's Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**TO BE COMPLETED BY HQ:** \_\_\_\_\_

Chief's Signature \_\_\_\_\_

Approve   
Disapprove

APD # 377 (9/15)

City Funds   
Seizure Funds   
Grant Funds   
Grant \_\_\_\_\_

**Albany Police Department**  
**Travel Voucher**

Payee Name (Last)		First Init	Mid Init	Suffix	Submission Date																																																																																																												
Home Address				Purpose of Travel																																																																																																													
City	State	Zip	Training Name																																																																																																														
Station/Unit Assignment			Destination/Training Location (including county)																																																																																																														
Per Diem Advance? (Y/N) - Completed by Fiscal Office			Training Dates																																																																																																														
Expenses Paid by Direct Bill? (Y/N) - Completed by Fiscal Office		Corporate Card Used? (Y/N) - Completed by Fiscal Office		Departure Date and Time	Return Date and Time																																																																																																												
<b>1) Indicate All Travel Expenses (Use Additional Sheet If necessary)</b>																																																																																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lodging</td> <td>Day(s) @</td> <td>Per Day =</td> <td>Plus Taxes =</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Day(s) @</td> <td>Per Day =</td> <td>Plus Taxes =</td> <td></td> <td></td> </tr> <tr> <td colspan="6">Mode of Transportation</td> </tr> <tr> <td colspan="6">Meals (Per Diem)</td> </tr> <tr> <td></td> <td>Breakfast(s) @</td> <td>Lunch(s) @</td> <td>Dinner(s) @</td> <td></td> <td></td> </tr> <tr> <td>Parking</td> <td>Day(s) @</td> <td>Per Day =</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mileage</td> <td>miles @</td> <td>\$0.420 per mile =</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tolls</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Gas</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registration Cost</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6">Incidental Expenses (List)</td> </tr> <tr> <td colspan="6" style="text-align: right;">Total Travel Expenses</td> </tr> <tr> <td colspan="6"> <b>Payee's Certification</b>            I hereby certify that the above account is and attached schedules are just, true and correct, that no part thereof has been paid, except as stated therein, and that the balance therein stated is actually due and owing, and that the amounts claimed were necessary and incurred in the performance of my official duties.         </td> </tr> <tr> <td colspan="3">Signature</td> <td>Title</td> <td colspan="2">Date</td> </tr> <tr> <td colspan="6" style="text-align: right;"> <b>Supervisor's Certification</b>            I, the claimant's supervisor, certify that this account has been examined and to the best of my knowledge and belief, the amounts claimed therein were necessary for the performance of the claimant's authorized official duties.         </td> </tr> <tr> <td colspan="3">Signature of Supervisor</td> <td>Title</td> <td colspan="2">Date</td> </tr> <tr> <td colspan="6" style="text-align: right;"> <b>Agency Finance Office Use</b>            I certify that this claim is correct and just, and that this payment is approved.         </td> </tr> <tr> <td colspan="6" style="text-align: right;"> <b>Authorized Signature</b> </td> </tr> </table>						Lodging	Day(s) @	Per Day =	Plus Taxes =				Day(s) @	Per Day =	Plus Taxes =			Mode of Transportation						Meals (Per Diem)							Breakfast(s) @	Lunch(s) @	Dinner(s) @			Parking	Day(s) @	Per Day =				Mileage	miles @	\$0.420 per mile =				Tolls						Gas						Registration Cost						Incidental Expenses (List)						Total Travel Expenses						<b>Payee's Certification</b> I hereby certify that the above account is and attached schedules are just, true and correct, that no part thereof has been paid, except as stated therein, and that the balance therein stated is actually due and owing, and that the amounts claimed were necessary and incurred in the performance of my official duties.						Signature			Title	Date		<b>Supervisor's Certification</b> I, the claimant's supervisor, certify that this account has been examined and to the best of my knowledge and belief, the amounts claimed therein were necessary for the performance of the claimant's authorized official duties.						Signature of Supervisor			Title	Date		<b>Agency Finance Office Use</b> I certify that this claim is correct and just, and that this payment is approved.						<b>Authorized Signature</b>					
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<b>Authorized Signature</b>																																																																																																																	
APD #378 (02/09)																																																																																																																	



## ALBANY, NEW YORK

**POLICE DEPARTMENT**  
165 HENRY JOHNSON BOULEVARD  
ALBANY, NEW YORK 12210



1789

## EZPass Log Form

Month, Year



ALBANY POLICE DEPARTMENT  
EXPERIENTIAL TRAINING REQUEST

TRAINING INFORMATION

Day/Date/Time of Training: \_\_\_\_\_ Incident #: \_\_\_\_\_

Location of Training: \_\_\_\_\_

Unit Conducting the Training: \_\_\_\_\_

Unit Point of Contact: \_\_\_\_\_

Outline of Intended Training: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Responsibilities of APD/Unit Conducting Training: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BUSINESS/OWNER INFORMATION

Business/Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Point of Contact (if Different than Owner): \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

### AGENCY NOTIFICATIONS

Supervisor: \_\_\_\_\_ Name of Supervisor Notified: \_\_\_\_\_

Communications Supervisor: \_\_\_\_\_ Name of Supervisor Notified: \_\_\_\_\_

Teletype Sent: \_\_\_\_\_ Teletype Number: \_\_\_\_\_

Additional Agency Notifications: \_\_\_\_\_  
\_\_\_\_\_

### DOCUMENTATION

Off-Site Authorization Form Signed: \_\_\_\_\_ Employee Responsible: \_\_\_\_\_

Photographs Before Training: \_\_\_\_\_ Employee Responsible: \_\_\_\_\_

Date that Supporting Documentation was Sent to the Chief of Police: \_\_\_\_\_

Employee Responsible: \_\_\_\_\_

Photographs After Training: \_\_\_\_\_ Employee Responsible: \_\_\_\_\_

Training Records Completed: \_\_\_\_\_ Employee Responsible: \_\_\_\_\_

Copies Sent to the Training Unit: \_\_\_\_\_ Employee Responsible: \_\_\_\_\_

### COMMUNITY NOTIFICATIONS

Day/Date/Time of Contact: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Employee Completing the Notification: \_\_\_\_\_

Day/Date/Time of Contact: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Employee Completing the Notification \_\_\_\_\_

Day/Date/Time of Contact: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Employee Completing the Notification \_\_\_\_\_

Day/Date/Time of Contact: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Employee Completing the Notification \_\_\_\_\_

Day/Date/Time of Contact: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Employee Completing the Notification \_\_\_\_\_

Day/Date/Time of Contact: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Employee Completing the Notification \_\_\_\_\_

AD HOC SITE AUTHORIZATION FORM

The owner \_\_\_\_\_ (Owner's Name) \_\_\_\_\_ authorizes the Albany Police Department, and its members, access to the property located at \_\_\_\_\_ (Property Address)  
(b) the purpose of conducting training drills for \_\_\_\_\_ (Type of Training)  
(c) or between, the date(s) of \_\_\_\_\_, 20\_\_\_\_

Owner of Property

Owner: \_\_\_\_\_ (Signature) \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_  
Owner: \_\_\_\_\_ (Print name) \_\_\_\_\_  
Title: \_\_\_\_\_

Albany Police Department of Albany, New York

Employee: \_\_\_\_\_ (Signature) \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_  
Employee: \_\_\_\_\_ (Print name) \_\_\_\_\_  
Title: \_\_\_\_\_