

**CENTRAL PENNSYLVANIA CHIEFS OF POLICE ASSOCIATION  
TRAINING & GRANT FUNDING REQUEST PROCEDURE**

**I. POLICY**

It is the policy of the Central Pennsylvania Chiefs of Police Association to provide an opportunity via funding in whole or in part, for all of our members to participate in and attend quality training relating to the delivery of police services, current issues in policing, current issues in police management, and any educational opportunities deemed appropriate by the executive board in the furtherance of the primary goal of policing – the protection of life and property. It is also the policy of this Association to make training available to all members and/or their subordinates to further enrich and enable these persons to perform their duties in the most professional manner possible.

**II. PURPOSE**

The purpose of this procedure is to establish the process by which funding requests for training and/or special projects will be received, evaluated and granted disposition by the Association.

**III. PROCEDURE**

A. Training and Special Projects will be handled as separate funding issues and will be given separate line items within the operating budget of the CPCPA during any given budget cycle/year.

1. **TRAINING**

- a. There will be no set maximum or minimum on training requests. Each request will reviewed and judged on its own merits. The approved budget will dictate the total amount of money to be spent by the Association during a budget cycle.
- b. No request for training funding will be accepted from persons other than current, active members of the Association.
- c. All requests for training funding will be made to the Training & Education Committee of the Association utilizing the appropriate application form with a cover letter from the member containing the following:

- the amount of money requested
  - where the training will be held
  - the purpose of the training
  - an assurance that a statement recognizing the Central Pennsylvania Chiefs of Police Association will be placed on any publicity material created as a result of the training
  - an assurance that the CPCPA will be verbally recognized at the training itself
  - an assurance that a roster of all attendees will be forwarded to CPCPA within two (2) weeks of completion for the issuance of training certificates.
- d. Each training request will be reviewed by the Training & Education Committee and a decision will be made whether to forward the request to the Executive Board for final approval or disapproval.
- e. Factors to be considered by the Training & Education Committee will include but not be limited to:
- Target Population/Audience
  - Number of people to be trained/impacted
  - Replication of training funded by other sources
  - Relevancy of topic
- f. If the training is funded in whole or in part, then CPCPA members and respective departments will be given priority over non-members to receive the training.
- g. If non-CPCPA member attendance is permitted at the training a fee will be charged above and beyond the cost (if any) of any attending CPCPA members.
- h. Requests for training funding will be reviewed with the applicant the way the Training & Education Committee sees fit, i.e. in-person, e-mail, phone, etc.
- i. Any person and/or organization applying for funding assistance for training will receive written communication from the CPCPA President as to whether their request has been granted or denied.
- j. All funding requests for training will be submitted at least two (2) weeks prior to a regularly scheduled Executive Board meeting of the Central Pennsylvania Chiefs of Police Association.

## 2. SPECIAL PROJECTS

- a. Each special project request is limited to a \$500.00 maximum award. Only requests from members of the CPCPA will be accepted and reviewed.
- b. When the budgeted money from the special projects line item is depleted, additional requests will be examined during the following budget year/cycle.
- c. Awards for special projects will only be granted for legal expenditures per the current CPCPA by-laws. Any question regarding this will be referred to the Association Solicitor for clarification.
- d. Award recipients will be required to promote the CPCPA in a positive light via the media or in any materials purchased such as handouts, pamphlets, etc. as a result of the award.
- e. Special Projects funding requests must be received at least four (4) weeks prior to a regularly scheduled Executive Board Meeting of the Central Pennsylvania Chiefs of Police Association.
- f. When multiple requests are received at the same time which exceed the budget, the following criteria will be used by the Training & Education Committee to decide which requests will be forwarded to the Executive Board for approval or disapproval:
  - Date of Submission
  - Target audience/persons affected
  - Perceived benefit
  - “Activeness” of Chief within the organization

This procedure is to be used in conjunction with all relevant existing Central Pennsylvania Chiefs of Police Association policies, procedures, rules, regulations and/or by-laws.

Approved by:

*Effective Date:*

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