

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: TRAVELING/TRAVEL POLICY

J-100

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
June 30, 1990	07-11-24	08-09-11	07-11-24

APPROVED BY: Detentions Bureau Chief Deputy Cindy Cisneros

REFERENCE: United States Fair Labor Standards Act (FLSA) DPPM Section M-400

POLICY

The Detentions Bureau recognizes the benefits quality training provides to the employee, the Detentions Bureau and the entire Sheriff's Office. The Detentions Bureau supports the training role wherever possible.

The efficient use of allocated training funds, provided through the Corrections Standards Authority, Standards and Training for Corrections (S.T.C.) Program, is of paramount importance to this training function. Division and Section Managers and supervisors assigned to the Detentions Bureau are charged with the responsibility of supporting required training as established by the S.T.C Training Unit and with minimizing the associated training costs whenever possible.

To effectively provide quality training, employees will sometimes be scheduled to attend training seminars/workshops outside the Bakersfield area. Division and Section Managers and supervisors will make every reasonable effort to schedule such necessary travel time to fall within regularly compensated work time, thereby reducing travel costs. Employees should consult Section M-0400 of the Department Policy and Procedure Manual (Travel Time Compensation) prior to submitting any Travel Claims for out of town training.

The Detentions Bureau Chief Deputy will monitor the continued use of out-of-town training to ensure that it remains cost-effective.

This policy is not intended to conflict with the Fair Labor Standards Act (FLSA) or any existing employee bargaining unit's memorandum of understanding.