

**AGENDA DATE: JUNE 25, 2019**

**OPEN SESSION**

ITEM 2-D

DEPARTMENT'S REPORT, dated June 20, 2019, relative to the Revolving Training Fund Budget for Fiscal Year 2019-2020, as set forth. [BPC #19-0172]

Recommendation(s) for Board action:

APPROVE the Department's report and TRANSMIT concurrently to the Mayor and City Council.

**Commissioner Goldsmith moved, seconded by Commissioner Bonner to APPROVE the Department's report and TRANSMIT concurrently to the Mayor and City Council. Unanimously adopted 3/0.**

**\*Commissioners Soboroff and Decker were absent.**

BPC 19-0172 RECEIVED

INTRADEPARTMENTAL CORRESPONDENCE

JUN 20 2019

POLICE COMMISSION

June 20, 2019  
12.1.1

REVIEWED

TO: The Honorable Board of Police Commissioners

*Richard M. Tefank*  
RICHARD M. TEFANK  
EXECUTIVE DIRECTOR

6/20/19  
DATE

FROM: Chief of Police

SUBJECT: REVOLVING TRAINING FUND BUDGET FOR FISCAL YEAR 2019-2020

RECOMMENDED ACTIONS:

- 1. That the Board of Police Commissioners (Board) REVIEW and APPROVE this report.
- 2. That the Board TRANSMIT the report concurrently to the Mayor and City Council.
- 3. That the Board REQUEST the Mayor and City Council to:

- A. APPROVE the distribution of funds for the Los Angeles Police Department's Revolving Training Fund (RTF) for Fiscal Year 2019-2020 in the amount of \$1.5 million dollars.

- B. AUTHORIZE the distribution of the funds as follows:

Executive Development:	\$218,000.00
Professional Development:	\$1,032,000.00
Tuition Reimbursement:	\$250,000.00
Total:	\$1,500,000.00

- Executive Development – This category of disbursements includes courses and programs geared for executive or upper-management personnel. This category is generally used for employees at the rank of Captain and above and their civilian equivalents.
- Professional Development – This category of disbursements includes courses that enhance, develop, and update the expertise of all Department employees and includes discretionary executive development courses, equipment, and facility rental.
- Tuition Reimbursement – This category is for the reimbursement of tuition expenditures for Department personnel who attend certificate and degree programs presented by various accredited colleges. The program is open to all full-time Department personnel.

## DISCUSSION

On October 16, 1996, the Los Angeles City Council passed Ordinance No. 171378 to establish the Los Angeles Police Department's RTF. The purpose of the RTF is to oversee the receipt, retention, and disbursement of monies received from the State of California Commission on Peace Officer Standards and Training (POST), outside agencies, and the college affiliation program.

The RTF is funded by:

- POST reimbursements for Department-incurred expenses when presenting POST-certified courses;
- POST reimbursements for per diem, tuition, and travel expenses incurred by Department personnel while attending POST-reimbursable courses;
- Tuition fees paid by outside agencies whose employees attended training provided by the Department; and,
- College affiliation program.

The use of RTF monies is restricted to the following purposes:

- The payment of travel, per diem, and tuition related to training;
- Expense and equipment directly related to the delivery of training by Department personnel; and,
- Short term rental of training facilities (no more than five days).

The RTF is divided into a Reimbursable and Non-Reimbursable account.

The Reimbursable Account is allotted for expenditures that will be reimbursed by POST or by other agencies and the Non-Reimbursable Account is allotted for expenditures that will not be reimbursed.

If you have any questions or concerns, please contact Senior Personnel Analyst Donna Baylosis, Peace Officer Standards and Training Liaison Unit, Training Division, at (213) 486-0798.

Respectfully,

  
MICHEL R. MOORE  
Chief of Police

BOARD OF  
POLICE COMMISSIONERS  
Approved  
Secretary

June 25, 2019  
Maria Selva

**INTRADEPARTMENTAL CORRESPONDENCE**

June 14, 2019  
12.1.1

**TO:** Chief of Police

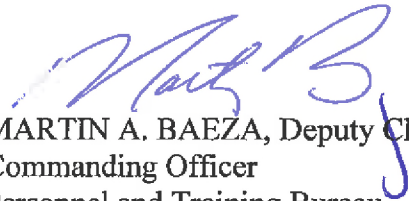
**FROM:** Commanding Officer, Personnel and Training Bureau

**SUBJECT:** REVOLVING TRAINING FUND BUDGET FOR FISCAL YEAR 2019-2020

It is requested that the attached report be forwarded to the Board of Police Commissioners for approval. The attached report is the Revolving Training Fund Budget for Fiscal Year 2019-2020. The anticipated budget is \$1.5 million to be distributed as follows:

Executive Development:	\$218,000.00
Professional Development:	\$1,032,000.00
Tuition Reimbursement:	\$250,000.00
Total:	\$1,500,000.00

If you have any questions, please contact Senior Personnel Analyst Donna Baylois, Peace Officer Standards and Training Liaison Unit, Training Division, at (213) 486-0798.

  
MARTIN A. BAEZA, Deputy Chief  
Commanding Officer  
Personnel and Training Bureau

Attachments

# LOS ANGELES POLICE DEPARTMENT

**Michel R. Moore**  
Chief of Police



**ERIC GARCETTI**  
Mayor

P. O. Box 30158  
Los Angeles, Calif. 90030  
Telephone: (213) 486-0150  
TDD: (877) 275-5273  
Ref #: 12.1.1

June 25, 2019

The Honorable Eric Garcetti  
Mayor of the City of Los Angeles  
City Hall, Room 395  
Los Angeles, California 90012

Dear Mayor Garcetti:

On October 16, 1996, the Los Angeles City Council passed Ordinance No. 171378 to establish the Los Angeles Police Department's Revolving Training Fund (RTF). The purpose of the RTF is to oversee the receipt, retention, and disbursement of monies received from the State of California Commission on Peace Officer Standards and Training (POST), outside agencies, and the college affiliation program.

The RTF is funded by:

- POST reimbursements for Department-incurred expenses when presenting POST-certified courses;
- POST reimbursements for per diem, tuition, and travel expenses incurred by Department personnel while attending POST-reimbursable courses;
- Tuition fees paid by outside agencies whose employees attended training provided by the Department; and,
- College affiliation program.

The use of RTF monies is restricted for the following purposes:

- The payment of travel, per diem, and tuition related to training;
- Expense and equipment directly related to the delivery of training by Department personnel; and,
- Short term rental of training facilities (no more than five days).

The RTF is divided into a Reimbursable and Non-Reimbursable account. The Reimbursable Account is allotted for expenditures that will be reimbursed by POST or by other agencies and the Non-Reimbursable Account is allotted for expenditures that will not be reimbursed.

The Los Angeles Police Department is anticipating approximately \$1.5 million dollars to be available for the Revolving Training Fund for Fiscal Year 2019-2020. It is requested that the funds be divided in the following categories:

Executive Development:	\$223,000.00
Professional Development:	\$1,027,000.00
Tuition Reimbursement:	\$250,000.00
Total:	\$1,500,000.00

- Executive Development – This category of disbursements includes courses and programs geared for executive or upper-management personnel. This category is generally used for employees at the rank of Captain and above and their civilian equivalents.
- Professional Development – This category of disbursements includes courses that enhance, develop, and update the expertise of all Department employees and includes discretionary executive development courses, equipment, and facility rental.
- Tuition Reimbursement – This category is for the reimbursement of tuition expenditures for Department personnel who attend certificate and degree programs presented by various accredited colleges. The program is open to all full-time Department personnel.

If you have any questions or concerns, please contact Senior Personnel Analyst Donna Baylois, Peace Officer Standards and Training Liaison Unit, Training Division, at (213) 486-0798.

Respectfully,



MICHEL R. MOORE  
Chief of Police

## EXPENDITURE PLAN

The Los Angeles Police Department's (Department) Revolving Training Fund (RTF) is budgeted for \$1,500,000 annually. The RTF budget is funded through revenue, in the form of receipts and reimbursements, from the California Commission on Peace Officer Standards and Training (POST), payment for training from outside agencies, and the College Affiliation Program.

The RTF is divided into two accounts, reimbursable and non-reimbursable. The Reimbursable Account is allotted for expenditures that will be reimbursed by POST or by other agencies. The Non-Reimbursable Account is for expenditures that will not be reimbursed.

During Fiscal Year (FY) 2017/2018 the RTF received \$2,128,074.12 in revenue. Of that, \$1,500,000.00 was allocated for the RTF account; \$990,000 to the Non-Reimbursable Account and \$510,000 to the Reimbursable Account. The remaining balance was deposited into the City of Los Angeles General Fund. Currently, the RTF has received \$3,184,888.73 in revenue for FY 2018/2019

The RTF is further divided into three training categories: Executive Development, Professional Development, and Tuition Reimbursement. The categories are defined as follows:

### EXECUTIVE DEVELOPMENT

Courses and programs geared for executive or upper-management personnel are funded through this category. The Executive Development category is generally for employees at the rank of Captain and above and their civilian equivalents.

### PROFESSIONAL DEVELOPMENT

This category includes courses that enhance, develop, and update the expertise of all Department employees; including discretionary executive development courses, equipment and facility rental.

### TUITION REIMBURSEMENT

Reimbursement of tuition expenditures for Department personnel who attend certificate and degree programs presented by various accredited colleges. The program is open to all full-time Department personnel.

The chart provides a breakdown of the RTF funding between the three categories.

CATEGORY	TOTAL
<b>EXECUTIVE DEVELOPMENT</b>	\$218,000.00
<b>PROFESSIONAL DEVELOPMENT</b>	\$1,032,000.00
<b>TUITION REIMBURSEMENT</b>	\$250,000.00
	<b>\$1,500,000.00</b>

Each category is further in line items. The chart on the proceeding pages provides the RTF expenditures by category, line item, reimbursable and non-reimbursable account.

**LOS ANGELES POLICE DEPARTMENT  
REVOLVING TRAINING FUND EXPENDITURE PLAN  
FOR FISCAL YEAR 2019/2020**

**THE RTF LINE ITEM OVERVIEW**

TRAINING CATEGORY / LINE ITEM	REIMBURSABLE	NON-REIMBURSABLE
<b><u>EXECUTIVE DEVELOPMENT</u></b>		
<b>Command Officer Update (Command Development)</b> <i>POST certified and reimbursable under Plan IV.            Training for new civilian commanding officers and sworn personnel who are in a reachable band of the civil service listing for Police Captain.            Non-Reimbursable funds include instructor per diem and program equipment and supplies.</i>		\$80,000.00
<b>International Association of Chiefs of Police (IACP) Conference</b> <i>Funds are provided for staff to attend the annual IACP conference and various IACP sponsored events.</i>		\$65,000.00
<b>Executive Leadership Program (ELP) - USC</b>		\$15,000.00
<b>Major City Chiefs (MCC)</b> <i>Funds for staff to attend the annual MCC conference and various MCC sponsored events.</i>		\$4,000.00
<b>Senior Management Institute (SMI) presented by the Police Executive Research Forum (PERF)</b> <i>Tuition is provided for two commanding officers to attend the SMI.</i>		\$54,000.00
<b>ACCOUNT TOTALS:</b>	\$0.00	\$218,000.00
<b>TOTAL FOR EXECUTIVE DEVELOPMENT:</b>	<b>\$218,000.00</b>	



THE RTF LINE ITEM OVERVIEW (continued)

TRAINING CATEGORY / LINE ITEM	REIMBURSABLE	NON-REIMBURSABLE
<b><u>PROFESSIONAL DEVELOPMENT</u></b>		
<b>Behavioral Science Services</b>		\$15,000.00
<b>Civilian Discretionary Fund</b> <i>Funds are provided for discretionary training of civilian personnel.</i>		\$70,000.00
<b>Counter Terrorism and Special Operations Bureau</b> <i>Formerly Air Support Division(\$22,000), Major Crimes Division (\$10,000), Metropolitan Division(\$40,000)</i>		\$72,000.00
<b>Department Civillian Training</b> <i>For instructors and equipment needed to develop and put on training for civillian staff within the Department.</i>		\$10,000.00
<b>Employee Organizations (Formerly Noble)</b> <i>Extends to Other Employee Organizations (i.e.NAPOA)</i>		\$15,000.00
<b>FBI-LEEDA</b>		\$85,000.00
<b>FBI National Academy (FBINA)</b> <i>Reimbursement for equipment expenses required for the FBINA.</i>		\$9,000.00
<b>Inspector General</b>		\$25,000.00
<b>Institute of Criminal Investigation</b> <i>Identified as a POST contract course.</i>	\$90,000.00	
<b>LAPD Leadership Program</b>	\$10,000.00	
<b>Management Course (POST)</b> <i>Course is POST certified and reimbursable under Plan IV and required by POST for all newly appointed Lieutenants.</i>	\$110,000.00	

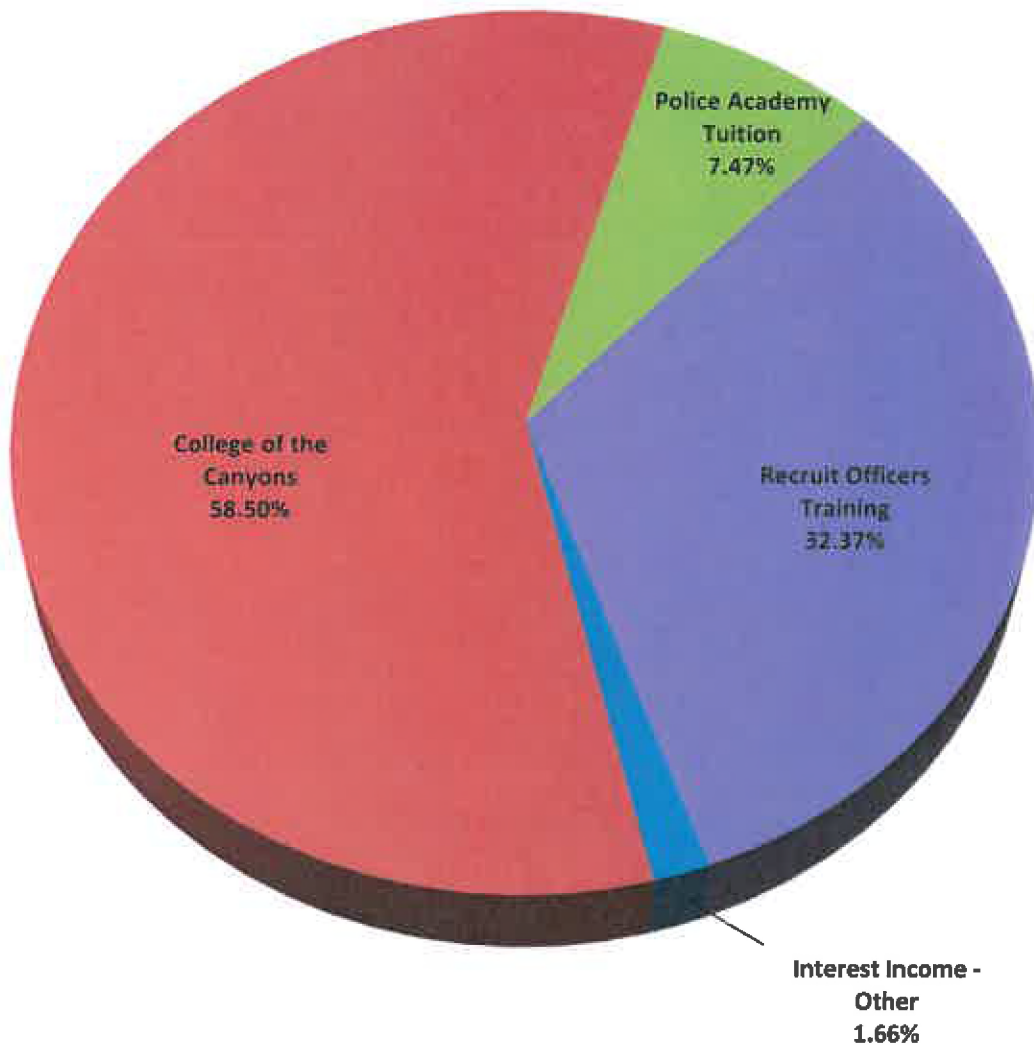
**THE RTF LINE ITEM OVERVIEW (continued)**

TRAINING CATEGORY / LINE ITEM	REIMBURSABLE	NON-REIMBURSABLE
<b>PROFESSIONAL DEVELOPMENT (continued)</b>		
<b>Public Safety Leadership Program (PSLP) - USC</b>		\$9,000.00
<b>Sherman Block Supervisory Leadership Institute</b> <i>Course is POST certified and reimbursable under Plan IV. Course provides supervisory and leadership development training for front-line supervisors.</i>	\$130,000.00	
<b>Special Investigations Section</b>		\$45,000.00
<b>Sworn Discretionary Fund</b> <i>Funds provided for discretionary training of sworn personnel.</i>		\$206,000.00
<b>Traffic Group</b> Formerly DRE Conferences and Training (\$6,000), Motorcycle School (\$5,000)		\$11,000.00
<b>Training Division Fund</b> <i>Funds provided for supplies, equipment and other training expenses for courses coordinated by In-Service Training Section</i>		\$80,000.00
<b>Women's Leadership Conference</b>		\$40,000.00
<b>ACCOUNT TOTALS:</b>	\$340,000.00	\$692,000.00
<b>TOTAL FOR PROFESSIONAL DEVELOPMENT:</b>	<b>\$1,032,000.00</b>	
TRAINING CATEGORY / LINE ITEM	REIMBURSABLE	NON-REIMBURSABLE
<b>TUITION REIMBURSEMENT</b>		
<b>College Tuition Reimbursement Program</b> <i>Provides for tuition assistance for full-time employees pursuing a degree or certificate program.</i>		\$250,000.00
<b>ACCOUNT TOTALS:</b>		\$250,000.00
<b>TOTAL FOR TUITION REIMBURSEMENT:</b>	<b>\$250,000.00</b>	
<b>TOTALS:</b>	\$340,000.00	\$1,160,000.00
<b>GRAND TOTAL:</b>	<b>\$1,500,000.00</b>	

**LOS ANGELES POLICE DEPARTMENT  
 REVOLVING TRAINING FUND BUDGET REQUEST 2019/2020  
 REVENUE FOR PERIOD OF JULY 1, 2018 THROUGH JUNE 30, 2019**

**REVOLVING TRAINING FUND REVENUE\***

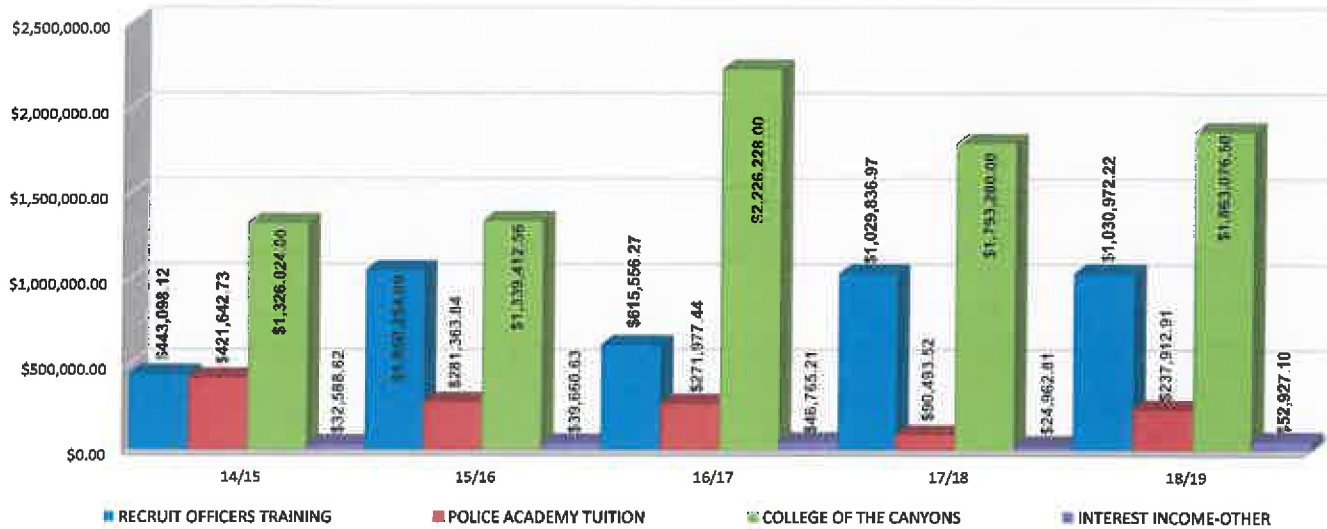
<b>REVENUE SOURCE #</b>	<b>REVENUE SOURCE NAME</b>	<b>AMOUNT</b>
4903	Interest Income - Other	\$52,927.10
4086	College of the Canyons	\$1,863,076.50
4077	Police Academy Tuition	\$237,912.91
4073	Recruit Officers Training	\$1,030,972.22
<b>TOTAL REVENUE</b>		<b>\$3,184,888.73</b>



\*These totals are as of June 7,2019 for Fiscal year 2018/2019

**LOS ANGELES POLICE DEPARTMENT  
REVOLVING TRAINING FUND BUDGET REQUEST 2019/2020  
REVENUE FOR PERIOD OF JULY 1, 2018 THROUGH JUNE 30, 2019**

**REVOLVING TRAINING FUND REVENUE (HISTORICAL)**



**RECEIPTS PER SOURCE**

**FISCAL YEAR TOTALS**

REVENUE SOURCE #	FISCAL YEAR	REVENUE SOURCE NAME	AMOUNT	% CHANGE FROM PREVIOUS FY
4073	14/15	RECRUIT OFFICERS TRAINING	\$443,098.12	
4073	15/16	RECRUIT OFFICERS TRAINING	\$1,050,254.09	137%
4073	16/17	RECRUIT OFFICERS TRAINING	\$615,556.27	-41%
4073	17/18	RECRUIT OFFICERS TRAINING	\$1,029,836.97	67%
4073	18/19	RECRUIT OFFICERS TRAINING	\$1,030,972.22	0%
4077	14/15	POLICE ACADEMY TUITION	\$421,642.73	
4077	15/16	POLICE ACADEMY TUITION	\$281,363.84	-33%
4077	16/17	POLICE ACADEMY TUITION	\$271,977.44	-3%
4077	17/18	POLICE ACADEMY TUITION	\$90,493.52	-67%
4077	18/19	POLICE ACADEMY TUITION	\$237,912.91	163%
4086	14/15	COLLEGE OF THE CANYONS	\$1,326,024.00	
4086	15/16	COLLEGE OF THE CANYONS	\$1,339,412.56	1%
4086	16/17	COLLEGE OF THE CANYONS	\$2,226,228.00	66%
4086	17/18	COLLEGE OF THE CANYONS	\$1,793,280.00	-19%
4086	18/19	COLLEGE OF THE CANYONS	\$1,863,076.50	4%
4903	14/15	INTEREST INCOME-OTHER	\$32,588.62	
4903	15/16	INTEREST INCOME-OTHER	\$39,660.63	22%
4903	16/17	INTEREST INCOME-OTHER	\$46,765.21	18%
4903	17/18	INTEREST INCOME-OTHER	\$24,962.81	-47%
4903	18/19	INTEREST INCOME-OTHER	\$52,927.10	112%

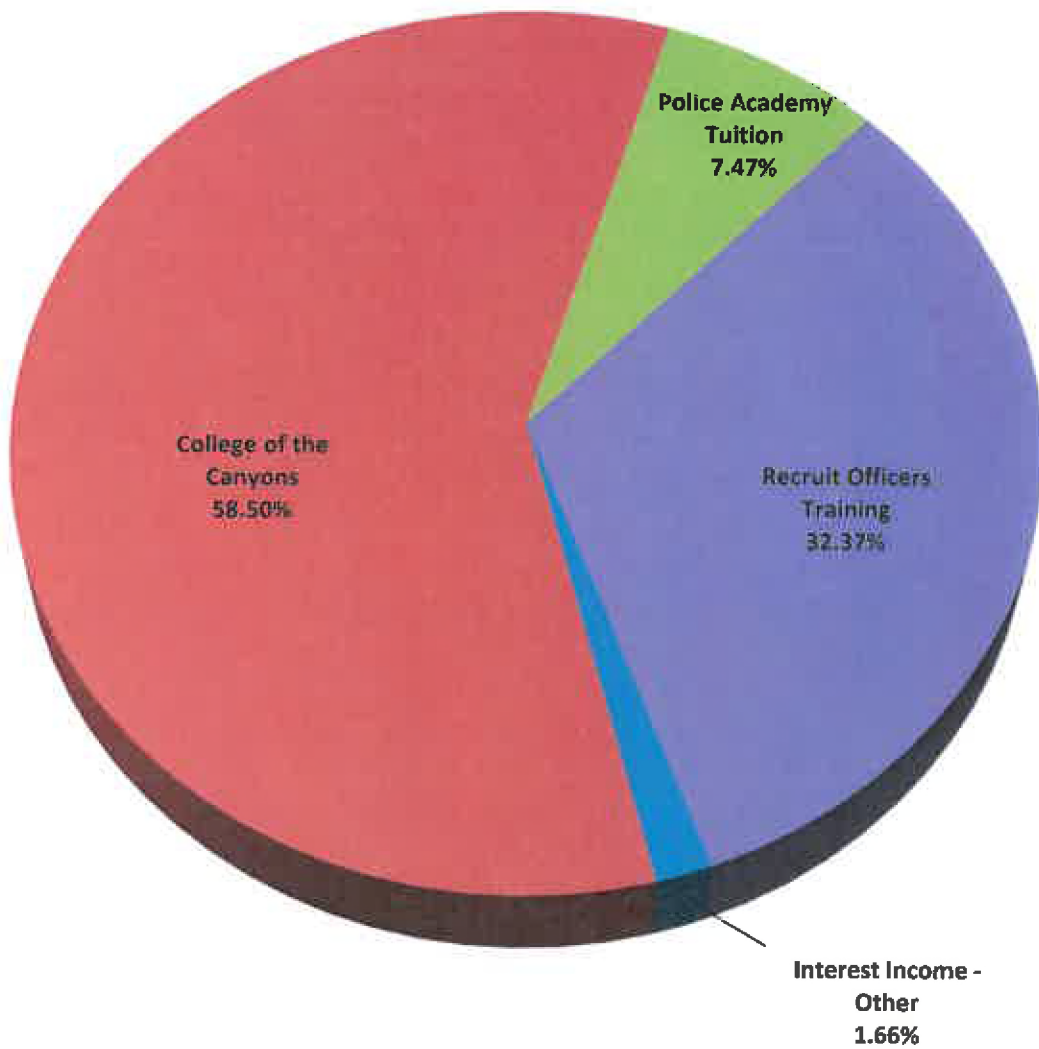
FISCAL YEAR	TOTAL RECEIPTS	% CHANGE
14/15	\$2,223,353.47	
15/16	\$2,710,691.12	22%
16/17	\$3,160,526.92	17%
17/18	\$2,938,573.30	-7%
18/19	\$3,184,888.73	8%

\*These totals are for June 7, 2019 for Fiscal Year 2018/19

**LOS ANGELES POLICE DEPARTMENT  
 REVOLVING TRAINING FUND BUDGET REQUEST 2019/2020  
 REVENUE FOR PERIOD OF JULY 1, 2018 THROUGH JUNE 30, 2019**

**REVOLVING TRAINING FUND REVENUE\***

<b>REVENUE SOURCE #</b>	<b>REVENUE SOURCE NAME</b>	<b>AMOUNT</b>
4903	Interest Income - Other	\$52,927.10
4086	College of the Canyons	\$1,863,076.50
4077	Police Academy Tuition	\$237,912.91
4073	Recruit Officers Training	\$1,030,972.22
<b>TOTAL REVENUE</b>		<b>\$3,184,888.73</b>



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