

# LOS ANGELES POLICE COMMISSION

## BOARD OF POLICE COMMISSIONERS

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POLICE ADMINISTRATION BUILDING  
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July 21, 2021

BPC #21-127

The Honorable Eric Garcetti  
Mayor, City of Los Angeles  
City Hall, Room 303  
Los Angeles, CA 90012

The Honorable City Council  
City of Los Angeles, Room 395  
c/o City Clerk's Office

Dear Honorable Members:

RE: REVOLVING TRAINING FUND BUDGET FISCAL YEAR 2021-2022.

At the regular meeting of the Board of Police Commissioners held Tuesday, July 20, 2021 the Board APPROVED the Department's report relative to the above matter.

This matter is being forwarded to you for approval.

Respectfully,

BOARD OF POLICE COMMISSIONERS

A handwritten signature in blue ink, appearing to read "Maria Silva".

MARIA SILVA  
Commission Executive Assistant

Attachment

c: Chief of Police

## INTRADEPARTMENTAL CORRESPONDENCE

July 6, 2021  
1.1

**TO:** The Honorable Board of Police Commissioners

**FROM:** Chief of Police

**SUBJECT:** REVOLVING TRAINING FUND BUDGET FOR FISCAL YEAR 2021-2022

### 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 2021-2022 in the amount of \$1.5 million dollars.

B. AUTHORIZE the distribution of the funds as follows:

Executive Development:	\$212,000.00
Professional Development:	\$977,500.00
Tuition Reimbursement:	\$310,500.00
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 Section, Training Bureau, at (213) 486-0798.

Respectfully,

  
MICHEL R. MOORE  
Chief of Police

BOARD OF  
POLICE COMMISSIONERS  
Approved By  
Secretary

*July 20, 2021*  
*Maria Silva*

INTRADEPARTMENTAL CORRESPONDENCE

BPC 21-127  
REVIEWED *[Signature]* 7/13/21  
RICHARD M. TEFANI  
EXECUTIVE DIRECTOR  
DATE

June 16, 2021  
1.12

**RECEIVED**

JUL 13 2021

**POLICE COMMISSION**

**TO:** Chief of Police

**FROM:** Commanding Officer, Training Bureau

**SUBJECT:** REVOLVING TRAINING FUND BUDGET FOR FISCAL YEAR 2021-2022

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 2021-2022. The anticipated budget is \$1.5 million to be distributed as follows:

Executive Development:	\$212,000.00
Professional Development:	\$977,500.00
Tuition Reimbursement:	\$310,500.00
Total:	\$1,500,000.00

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

*[Signature]*

MARC R. REINA, Commander  
Commanding Officer  
Training Bureau

Attachments

Los Angeles Police Department  
Revolving Training Fund  
Expenditure Plan for Fiscal Year 2021-2022

**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) 2020-2021 the RTF received \$1,956,218.94 in revenue. Of that, \$1,500,000.00 was allocated for the RTF account. Due to the COVID-19 pandemic, all \$1,500,000.00 was deposited into the Non-Reimbursable Account. The remaining balance was deposited into the City of Los Angeles General Fund.

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
EXECUTIVE DEVELOPMENT	\$212,000.00
PROFESSIONAL DEVELOPMENT	\$977,500.00
TUITION REIMBURSEMENT	\$310,500.00
	\$1,500,000.00

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

**RECEIVED**  
MAY 26 2021  
800  
Office of Support Services

Los Angeles Police Department  
Revolving Training Fund  
Expenditure Plan for Fiscal Year 2021-2022

**LOS ANGELES POLICE DEPARTMENT  
REVOLVING TRAINING FUND EXPENDITURE PLAN  
FOR FISCAL YEAR 2021-2022**

**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>		\$79,000.00
<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>		\$63,000.00
<b>Executive Leadership Program (ELP) - USC</b>		\$14,000.00
<b>Major City Chiefs (MCC)</b> <i>Funds for staff to attend the annual MCC conference and various MCC sponsored events.</i>		\$3,000.00
<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>		\$53,000.00
<b>ACCOUNT TOTALS:</b>	\$0.00	\$212,000.00
<b>EXECUTIVE DEVELOPMENT SUBTOTAL:</b>	\$212,000.00	

Los Angeles Police Department  
Revolving Training Fund  
Expenditure Plan for Fiscal Year 2021-2022

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

TRAINING CATEGORY / LINE ITEM	REIMBURSABLE	NON-REIMBURSABLE
<b><u>PROFESSIONAL DEVELOPMENT</u></b>		
<b>Behavioral Science Services</b>		\$14,000.00
<b>Civilian Discretionary Fund</b> <i>Funds are provided for discretionary training of civilian personnel.</i>		\$69,000.00
<b>Counter Terrorism and Special Operations Bureau</b> <i>Air Support Division (\$22,000), Major Crimes (\$10,000), Metropolitan Division (\$20,000), Special Weapons and Tactics (\$20,000)</i>		\$72,000.00
<b>Department Civilian Training</b> <i>For instructors and equipment needed to develop and put on training for civilian staff within the Department.</i>		\$11,000.00
<b>Employee Organizations (Formerly Noble)</b> <i>Extends to Other Organizations (i.e.NAPOA)</i>		\$14,000.00
<b>FBI - LEEDA</b>		\$85,000.00
<b>FBI National Academy (FBINA)</b> <i>Reimbursement for equipment expenses required for the FBINA.</i>		\$8,000.00
<b>Inspector General</b>		\$23,000.00
<b>Institute of Criminal Investigation</b> <i>Identified as a POST contract course.</i>	\$89,000.00	
<b>LAPD Leadership Program</b>		\$9,000.00
<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>	\$109,000.00	

Los Angeles Police Department  
Revolving Training Fund  
Expenditure Plan for Fiscal Year 2021-2022

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

TRAINING CATEGORY / LINE ITEM	REIMBURSABLE	NON-REIMBURSABLE
<b><u>PROFESSIONAL DEVELOPMENT</u></b> (continued)		
<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>	\$129,000.00	
<b>Special Investigations Section</b>		\$25,000.00
<b>Sworn Discretionary Fund</b> <i>Funds provided for discretionary training of sworn personnel.</i>		\$180,000.00
<b>Traffic Group</b> <i>DRE Conferences and Training (\$4,000), Motorcycle School (\$4,500), MCIT (\$4,000)</i>		\$12,500.00
<b>Training Division Fund</b> <i>Funds provided for supplies, equipment and other training expenses for courses coordinated by In-Service Training Section.</i>		\$79,000.00
<b>Women's Leadership Conference</b>		\$40,000.00
<b>ACCOUNT TOTALS:</b>	\$327,000.00	\$650,500.00
<b>PROFESSIONAL DEVELOPMENT SUBTOTAL:</b>	\$977,500.00	



Los Angeles Police Department  
Revolving Training Fund  
Expenditure Plan for Fiscal Year 2021-2022

TRAINING CATEGORY / LINE ITEM	REIMBURSABLE	NON-REIMBURSABLE
<b><u>TUITION REIMBURSEMENT</u></b>		
College Tuition Reimbursement Program <i>Provides for tuition assistance for full-time employees pursuing a degree or certificate program.</i>		\$300,000.00
Vocational/Technical Reimbursement Program <i>Provides for tuition assistance for full-time employees pursuing technical training or certification from a vocational or technical school.</i>		\$10,500.00
<b>ACCOUNT TOTALS:</b>	\$0.00	\$310,500.00
<b>TUITION REIMBURSEMENT SUBTOTAL:</b>	\$310,500.00	

<b>SUBTOTALS:</b>	\$327,000.00	\$1,173,000.00
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<b>GRAND TOTAL:</b>	\$1,500,000.00
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