St. Petersburg College
Southeastern Public Safety Institute

Policy and Procedures

Number: D-005 Effective Date: February 1, 2007

Title: Agency Reservations for Advanced – Specialized Training

The Southeastern Public Safety Institute allows agencies to reserve seating in training classes in advance of the training. Frequently, agencies fail to send their personnel to the training and fail to cancel reservations for the seats in a timely manner. This situation creates two problems: 1) Where there is a waiting list for training, the reserved seats go unused; and 2) when enrollment falls below the anticipated minimum number of students needed to pay for the training, this causes a negative fiscal impact. To ensure efficient operation of training courses and to provide a fair and equitable manner for agencies to reserve seating in training courses the following procedures shall be implemented:

- All Pinellas County Region IX Agencies shall receive priority seating in all SEPSI In-Service Advanced and Specialized Training Courses up to two weeks prior to the beginning date of the course.
- Agencies shall submit a written request (email) indicating the number of seats it wishes to reserve. On or before sixteen (16) days prior to the beginning of the training, names of the officers who will attend must be submitted to the training center in order to continue guaranteed seating. Failure to submit names will open the seats to first come first served.
- Agencies are not allowed to be invoiced for trust funded training by Criminal Justice Standards & Training Commission Rule.
- Agencies that fail to send personnel to trust funded and/or grant funded training where seating has been reserved by the agency, causing the seating to go unused, shall be given a written warning to the Chief, Director or Sheriff by the training center advising the agency that a second incident within the fiscal year shall result in the agency not being allowed to reserve seating in future classes for the remainder of the fiscal year.
- Agencies shall again be allowed to reserve seating upon receipt of a written appeal from the agency head
- When an officer attends trust funded or salary incentive training on his/her own time, he/she must provide written approval from the employing agency approving attendance. The employing agency will not be held responsible for the officer's reservation.
- Cancellations received up to 16 days before the class begins are refundable. All cancellations made less than 16 days prior to (or during) each course are non-refundable. Registrants who do not attend the training and have not cancelled 16 days prior are responsible for full payment.