

# **Division of Statewide Emergency Telecommunications** **Guidelines for Training Reimbursements**

## **TRAINING FUND**

### **STATUTORY AUTHORITY-DESCRIPTION**

Section 28-24-8 of the Regulations of the State of Connecticut provide for the establishment of a training fund for the purpose of reimbursing ongoing training for public safety answering points, (PSAPs) for 9-1-1.

The Department of Public Safety, Division of Statewide Emergency Telecommunications, shall establish a training fund for to be used exclusively for the purpose of providing ongoing training for Public Safety telecommunicators. Each public safety answering point shall be eligible for reimbursement of the expenses of training telecommunicators, in accordance with the provisions of section 28-30 of the Connecticut General Statutes and regulations adopted thereunder. Reimbursement shall be limited to an amount equal to ten cents per capita, utilizing the most recent Department of Public Health population data. Requests for funding shall be submitted to the Department of Public Safety, Division of Statewide Emergency Telecommunications, and shall be subject to the approval of the Department of Public Safety, Division of Statewide Emergency Telecommunications

### **REIMBURSEMENT PROCEDURE**

Requests for reimbursement of training funds must be submitted to the Division of Statewide Emergency Telecommunications, (DSET) no later than 90 days following the date of travel, training or purchase. Failure to submit within the timeframe may result in denial of the reimbursement.

### **REQUIRED DOCUMENTATION**

Each reimbursement request will consist of a copy of the invoice or itemized receipt(s) from the vendor and a student registration form. Multiple employees attending one event may be represented on one invoice but a student registration form must be submitted for each individual. Requests for reimbursement for overtime and backfill must be itemized on department letterhead and signed by either the Chief or PSAP director.

### **AUTHORIZED USES**

Reimbursable Training may include:

- Memberships to organizations that promote public safety emergency telecommunications.
- Registration fees to attend conferences, workshops and meetings for professional organizations specifically dealing with public safety emergency telecommunications.

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- DSET may reimburse for travel expenses authorized by the rules and policies of the PSAP regarding authorized expenditures for travel, but DSET is not bound by such rules and policies. Submission of the PSAP travel reimbursement policy must accompany any requests for reimbursement.
- Reimbursements for travel may include airfare, lodging, and conference registration. The following items are **not** reimbursable: mileage, gas, car rental, meals, parking fees and telephone charges.
- Training materials, training videos and study guides directly related to 9-1-1 public safety emergency telecommunications and career development in 9-1-1. Documentation including invoices from the vendors must accompany any requests.
- Backfill for employees to attend public safety emergency telecommunications training. Documentation for backfill and overtime must be on department letterhead and signed by the PSAP director.
- Courses for career development in 9-1-1, including but not limited to, communications center management, emergency telecommunications technology, emergency communications issues related to homeland security and emergency management, and 9-1-1 operations.

### **AUTHORIZED USES:**

Training that is not related to the 9-1-1 services will not be reimbursed.

### **FUNDING LIMITS**

Funds that are not used within fiscal year cannot be rolled over to the next fiscal year; all reimbursements are subject to the availability of funds. Requests that exceed the allocated amount in a fiscal year cannot be carried over to the next fiscal year.