
KANSAS CITY, KANSAS POLICE

GENERAL ORDER

SUBJECT: College Hours

ORDER NUMBER: 20.13
ISSUED DATE: 05/04/2012
EFFECTIVE DATE: 05/11/2012
RESCINDS: issued 12/02/2005

REFERENCE: CALEA Ch. 22

CROSS REFERENCE:

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I. PURPOSE

- A. To establish Department policy and procedure for all employees wishing to attend college classes.

II. REQUESTING PERMISSION TO ATTEND COLLEGE

- A. All Department personnel that desire to attend college classes must submit a request on the College Attendance Report (attached) through the chain of command to their division commander before the beginning of classes. Each form submitted should contain information on all classes, including the course title, days, time and location of attendance.
- B. Employees are encouraged to maintain a copy of their requests for their records.
- C. Approved requests will be forwarded to and maintained by the Staff Support Division Commander. The Staff Support Division Commander is responsible for coordinating and verifying compliance with this general order.

III. GUIDELINES FOR COLLEGE ATTENDANCE

- A. Any employee who is attending a college or university during off-duty time will enroll in no more than twelve (12) hours per semester. Upon an employee's request, a division commander has the discretion to permit more than twelve (12) hours per semester.
- B. Any employee desiring to take college courses in conjunction with outside employment may do so at the discretion of the division commander. The division commander will review and either approve or deny the request. An officer may not commit so many off-duty hours that it diminishes the employee's ability to perform on-duty.
- C. Deviation from these guidelines may result in failure to receive any applicable college reimbursement or incentive pay benefits, in addition to any disciplinary action.

IV. TUITION ASSISTANCE

- A. Officers of the rank of Patrolman, Sergeant or Detective are eligible to receive tuition assistance for completion of credit courses towards a degree from an approved university or college. Officers must complete such courses with a grade of C or better to qualify for tuition assistance.
- B. At the completion of each semester the officer will supply satisfactory proof of course completion and tuition payment to the Public Safety Business Office, who will then process the proper forms to reimburse the officer. Officers will be reimbursed for completed credit hours as outlined in the Memorandum of Understanding.

V. COLLEGE INCENTIVE

- A. College incentive pay shall be added to the monthly salary of each sworn officer of the rank of Patrolman II and above who meets the formal education requirement. College incentive pay is calculated for officers who have completed one of the following levels of formal education at an accredited college: Twelve hours completed (completed after 1987 for officers hired after January 1, 1990); Associates of Arts or Sciences; Bachelor of Arts or Sciences; Master of Arts or Sciences.
- B. Upon completion of the degrees outlined above, the officer shall supply a copy of the diploma or certified transcript from the college or university attesting to the degree to the Office of the Chief of Police. The copied diploma or transcript will be stamped and a photocopy will be issued to the officer. Retain the copy as proof of submission. The Office of the Chief of Police will forward a stamped copy to the Public Safety Business Office and the original stamped copy will be put in the officer's personnel jacket. Once processed the officer will begin receiving college incentive as stipulated in section 22.6 of the Memorandum of Understanding. IT IS THE OFFICER'S RESPONSIBILITY TO ENSURE THEY ARE BEING PAID THEIR COLLEGE INCENTIVE PAY.