



State of Alaska

Department of Public Safety

Alaska Police Standards Council

Sean Parnell, Governor

Joseph A. Masters, Commissioner

AGENCY TRAINING FUNDS

REQUEST PROCEDURE

I. POLICY

It is the policy of the Alaska Police Standards Council (APSC) to provide funding assistance opportunities, in whole or in part, for APSC-regulated agencies to attend and participate in quality training events relating to the delivery of police services, current issues in policing and police management, and any other educational opportunities deemed appropriate by APSC in the furtherance of the primary goal of police service in Alaska. It is also the policy of APSC to make training courses and pertinent training equipment available to all such regulated agencies and their employees to further enable employees to perform their duties in the most professional manner possible.

II. PURPOSE

The purpose of this procedure is to establish the process by which funding requests for training and/or equipment must be received for evaluation and approval by APSC.

III. PROCEDURE

- A. The approved budget by the Governor and Legislature will dictate the total amount of money to be spent by APSC during a budget year (July 1 – June 30).
- B. Each request for training and/or equipment will be handled individually and each funding request will be considered separately from any other requests that may be submitted by an APSC-regulated agency.
- C. No funding request for training and/or equipment will be accepted from agencies that are not governed by APSC regulations.
- D. Funding requests received by APSC must have the written approval of the agency head before assistance will be considered.
- E. All requests for training and/or equipment funding must be submitted on the agency's letterhead and must contain the following information:
 - 1. The amount of money being requested;
 - 2. The purpose of the training and/or equipment;
 - 3. Who and number of officers who will attend the training or benefit from the equipment;
 - 4. Where the training will be held or where the equipment will be located;
 - 5. To whom the warrant should be made payable;
 - 6. The address where the warrant should be mailed;
 - 7. The signature of the agency head or his/her designee.
- F. Factors that will be considered by APSC include, but will not necessarily be limited to:
 - 1. The budget status of APSC at the time of the request;
 - 2. The ability of the agency to pay for the training and/or equipment through other sources;

3. The number of officers who will benefit from the training and/or equipment;
4. The operational need of the agency for the training and/or equipment.

G. Approval Path:

1. An APSC Funding Assistance Request Form must first be submitted in writing to the APSC Training Coordinator for preliminary approval (see III.E.1-7 above) (address available on the APSC website: <http://www.dps.state.ak.us/apsc>).
2. Once approval has been obtained at that level, the Training Coordinator will forward the Request to the APSC Executive Director for final approval and processing of the payment.
3. If a Request is denied at the Training Coordinator level, the requesting agency may appeal directly to the APSC Executive Director in Juneau (address available on the APSC website: <http://www.dps.state.ak.us/apsc>).
4. If the Funding Assistance Request is denied by both the Training Coordinator and Executive Director, the requesting agency may seek approval by requesting an audience before the Alaska Police Standards Council at its next regular meeting. The schedule for the next regular meeting may be obtained by calling the APSC administrative office in Juneau at 907-465-4378.