

JUSTICE AND PUBLIC SAFETY CABINET
Department of Criminal Justice Training
(Amended at ARRS Committee)

503 KAR 3:030. Training charges.

RELATES TO: KRS 15.340

STATUTORY AUTHORITY: KRS 15A.070, 15A.160

NECESSITY, FUNCTION, AND CONFORMITY: KRS 15.340 authorizes the Department of Criminal Justice Training to determine whether certain persons to whom it offers training or agencies employing such persons must bear any or all costs of training. This administrative regulation prescribes training charges and identifies those who shall pay for training.

Section 1. Definition. "Eligible category" means :

- (1) City police departments;
- (2) County police departments;
- (3) Urban-county police departments;
- (4) Public airport authority police departments established pursuant to KRS 183.880;
- (5) Department of Kentucky State Police;
- (6) State or public university departments of safety established pursuant to KRS 164.950;
- (7) Local boards of education employing school resource officers who are special law enforcement officers appointed pursuant to KRS 61.902;
- (8) Sheriffs' departments, except for those deputy sheriffs identified in KRS 70.045 and 70.263(3);
- (9) Constables;
- (10) Coroners;
- (11) Department of Alcoholic Beverage Control, limited to field representatives and investigators appointed pursuant to KRS 241.090;
- (12) Department of Insurance - Division of Insurance Fraud Investigation, limited to insurance fraud investigators appointed pursuant to KRS 304.47-040;
- (13) State agencies that have adopted certification pursuant to KRS 15.380(2), limited to those peace officers for whom the certification requirements of KRS 15.380 to 15.402 have been incorporated into their job specifications;
- (14) Officers who are certified by the Kentucky Law Enforcement Council pursuant to KRS 15.380(4) or (5), and are presently employed in the capacity for which certification was obtained;
- (15) Persons participating in courses offered under the Law Enforcement Professional Development and Wellness Program pursuant to KRS 15.518.

Section 2. Basic Training. While participating in a basic training course conducted by the department, [persons employed as sworn law enforcement officers in an eligible category shall be eligible to receive free tuition, housing at facilities to be provided by the department, and meals, not to exceed the amounts established in Section 7 of this administrative regulation.]

Section 3. In-service Training.

- (1) Persons employed in an eligible category, whether sworn or unsworn, while participating in in-service training courses conducted by the department shall be eligible for free tuition, limited to a maximum of eighty (80) hours during a calendar year.
- (2) If a person has accumulated fewer than eighty (80) hours of in-service training at the time of registration for an additional in-service training course, and subsequently completes the course, which brings the in-service training total to more than eighty (80)

hours, the person shall not be required to pay fees for the training which exceeds eighty (80) hours.

Section 4. Telecommunications. Persons employed in an eligible category to dispatch law enforcement units by means of radio communications or to operate teleprocessing equipment associated with the Law Information Network of Kentucky (LINK), shall be eligible to receive:

(1) Free tuition, housing at facilities to be provided by the department, and meals, not to exceed the amounts established in Section 7 of this administrative regulation, while participating in the Telecommunications Academy conducted by the department; and[

(2) Free tuition while participating in other telecommunications courses conducted by the department, limited to a maximum of eighty (80) hours during a calendar year. When calculating the maximum number of free training hours to which the person is eligible:

(a) The hours associated with the Telecommunications Academy, telecommunications basic course, CJIS - full access course, or CJIS - inquiry only course shall not be added;

(b) The hours associated with a telecommunications course that is substituted for a failed telecommunications course, shall not be added; and

(c) If a person has accumulated fewer than eighty (80) hours of telecommunications training at the time of registration for an additional telecommunications course, and subsequently completes the course, which brings the telecommunications training total to more than eighty (80) hours, the person shall not be required to pay fees for the training which exceeds eighty (80) hours.[

Section 5. Fees in Reciprocation. If an agency or person has provided training services to the department, the commissioner may waive some or all fees for training provided by the department when requested by the agency or person. The commissioner shall advise in writing, prior to the start date of the requested training, of the specific training which shall be provided and the fees which shall be waived. The waiver of fees shall be limited to the terms as described in writing by the commissioner.

Section 6. Payment of Fees Required.

(1) The enrolling agency of a person who is not eligible for free fees as determined in Sections 2 through 5 of this administrative regulation, shall be required to pay all applicable fees as established in Section 7 of this administrative regulation.

(2) A person who repeats a training course conducted by the department, within three (3) years from the start date of the original course, whether the first course was passed or failed, shall be required to pay all applicable fees as established in Section 7 of this administrative regulation for the repeated course. A training course that is substituted for a failed training course shall be considered retraining, for which all applicable fees shall be paid.

(3) If a person participates in a training course, for which it is determined prior to participation that fees are required, but fails the course, full fees shall be due.

(4) If a person participates in a training course, for which it is determined prior to participation that fees are required, but withdraws from training for reasons other than those which constitute extenuating circumstances, as defined in 503 KAR 1:110 or 503 KAR 5:090, training fees shall be assessed based upon the training which was received. If payment has been received by the department, the person, or the agency responsible for the payment of training fees, shall be reimbursed the amount in excess of the actual training fees which were incurred.

(5) If a person exits a course owing fees, he or she shall not be allowed to return to the same or a substitute course until the outstanding course balance is paid in full.

(6) Fees may be required as a result of a disciplinary suspension or expulsion, pursuant to 503 KAR 3:010, which are made part of the commissioner's final order.

Section 7. Fees.

- (1) Tuition per person shall be:
 - (a) \$600 per week.
 - (b) \$120 per day for training of less than one (1) week.
 - (c) \$120 for training which involves more than four (4) hours but less than eight (8) hours.
 - (d) Sixty (60) dollars for training which involves less than four (4) hours.
- (2) Housing charges per person, for accommodations provided by the department, shall be:
 - (a) Seventy-five (75) dollars per five (5) day training week, which shall include Sunday night through Thursday night; or
 - (b) Fifteen (15) dollars per day.
- (3) Meals. A person in an eligible category shall be allotted a meal allowance for breakfast, lunch, and dinner on Monday through Friday of each training week. The meal allowance for each training session shall be based upon the actual meal costs as determined by the department.[]

Section 8. Procedures.

- (1) When an enrolling agency is required to pay fees for training, the authorized agency head shall be responsible for payment of fees.
 - (2) Payment of required fees for training shall be made prior to the start date of the course. If payment is not received by the department prior to the start date of the course, the person shall be ineligible to participate in the course.
 - (3) Payments shall be made by a check from the employing agency, or cashier's check from the person, payable to the Kentucky State Treasurer.[]
- (16 Ky.R. 2085; eff. 5-13-1990; Am. 27 Ky.R. 223; eff. 9-11-2000; 48 Ky.R. 1346, 2068; eff. 4-5-2022.)

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