Any training offered outside the Bureau, that would normally be paid for through the use of discretionary training and education funds and that is not a conference, command or supervisory development seminar directed by the Chief of Police's office, must have the following information included with the application:

a. A clear endorsement by each level of the requesting member's chain of command.
b. A paragraph indicating the justification for the member's training endorsed by the RU manager.
c. If appropriate, a paragraph indicating how the information gleaned will be shared in the organization.

The RU manager will sign the PTO. The affected RU will be responsible for issuing and distributing the PTO to the applicant, Training Division, Fiscal Services, and the Court Coordinator, if applicable.

060.50 TIPS AND TECHNIQUES AND SAFETY BULLETINS
Index: Title; Safety Bulletins
Refer: DIR 090.00 Directive Display Procedures

PROCEDURE (060.50)
Directive Specific Definitions

Tips and Techniques: Information, distributed on blue paper, providing helpful tips to members.

Safety Bulletins: Safety information distributed on green paper, distributed to members.

RU Manager Responsibilities (060.50)

a. RUs wishing to produce a Tips and Techniques or a Safety Bulletin will submit a draft through channels to Training.
b. Post published Tips and Techniques and Safety Bulletins on the appropriate clip on the Directive Display Board as outlined in DIR 090.00.

Training Division Responsibilities (060.50)

a. Edit submitted drafts and prepare the final copy for the Chief of Police's approval.
b. Publish and distribute to appropriate members.
c. Maintain and store current and past Tips and Techniques and Safety Bulletins.