

INSTRUCTIONS FOR COMPLETION OF REIMBURSEMENT OF LAW ENFORCEMENT TRAINING COSTS

See Indiana Code 5-2-1.5 for the statute on this reimbursement.

Training must be successfully completed after 6-30-25

In order to be eligible to claim reimbursement, the first public employer must provide a written pre-hiring notice to an individual that includes the information required under IC 5-2-1.5-16

Any subsequent public employer must notify the preceding public employer in writing not later than 10 days after the individual's hire date at the subsequent public employer. The preceding public employer has 30 days after receiving written notice to submit this claim form and supporting documentation. This claim form and supporting documentation must be sent to (1) the subsequent public employer and (2) the individual.

Per IC 5-2-1.5-13, a subsequent employer has 120 days after receiving a reimbursement claim to pay reimbursement costs

DEFINITIONS

FIRST PUBLIC EMPLOYER	The public employer that employs an individual and incurs the costs of an individual to become a law enforcement officer.
BASIC TRAINING	Tier 1 training under IC 5-2-1-9(d)
CERTIFICATION DATE	Date that an individual, upon completion of basic training, is certified by the law enforcement training board created under IC 5-2-1-3 to act as a law enforcement officer

CLAIM FORM

PART I OF FORM	FIRST PUBLIC EMPLOYER
Payment Information	Document the name and address of the first public employer and first subsequent public employer at top of claim form. This documents who is claiming and who will be receiving the reimbursement costs.
Step 1	Document the information of the individual who has left employment of the first public employer and been hired by the first subsequent public employer. Total Costs will be determined in Step 2 and Step 3
Step 2	The chart shows the allowable costs that could be reimbursed. For each cost incurred by the first public employer, list the total amount of actual cost for that item.
Step 3	Select the box next to the description of how much time the individual was employed after being certified and before leaving employment with the first public employer. Once the correct box has been selected, multiply the total costs from Step 2 by the correct percentage from step 3. Place that amount in the total costs to be reimbursed line in Step 3. This will be the amount to be claimed by the First Public Employer from the First Subsequent Public Employer

PART II OF Form	SUBSEQUENT PUBLIC EMPLOYER
Step 1	Document the information on the individual hired by the second subsequent public employer after leaving employment with the first subsequent public employer.
Step 2	Select the amount of time after certification that the individual was employed by the second subsequent employer. Multiply the appropriate percentage by the reimbursed costs from Step 1

REIMBURSEMENT OF LAW ENFORCEMENT OFFICER EMPLOYMENT AND TRAINING COSTS

CLAIM FORM COMPLETED BY FIRST PUBLIC EMPLOYER FOR REIMBURSEMENT FROM SUBSEQUENT EMPLOYER

Paid to: FIRST PUBLIC EMPLOYER

Name

Address

Paid By: FIRST SUBSEQUENT PUBLIC EMPLOYER

Name

Address

PART I

STEP ONE		
	Law enforcement officer's full name	
	Hire date	
	Employment end date with first public employer	
	Law enforcement officer's certification date	
	Total costs incurred by first public employer (See calculation below)	

STEP TWO

Itemized list of costs

	Description of Cost	Amount
1	Cost of qualifying examinations administered in hiring the individual	
2	Individual's basic training course fees and cost	
3	Fees and costs for any specialized training provided not later than one year after the individual's certification date.	
4	Cost of supplies and equipment that cannot be reused and were provided not later than one year after the individual's certification date	
5a	Base Salary and benefits provided to the individual during the first year of employment if the individual was employed for at least one year by the first employer; or	
5b	Base salary and benefits provided to the individual during the period employed if the individual was employed less than one year by the first employer	
	Total Costs	

STEP THREEPercentage of total costs to be reimbursed- **choose one**

	Individual employed for 1 year or less after certification date: 100% of costs	
	Individual employed more than 1 year but less than 2 years after certification date: 66% of costs	
	Individual employed at least 2 years and less than 3 years: 33% of costs	
	Total Amount Claimed for Reimbursement	

- A Payroll or salary vouchers
- B Earnings records
- C Invoices, claims or billing statements
- D Accounts payable vouchers
- E Cancelled checks or warrants
- F The pre-hiring notice provided pursuant to IC 5-2-1.5-16 by the first employer to the individual

I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, and that no part of the same has been paid.

Date: _____

Chief Executive Officer _____

REIMBURSEMENT OF LAW ENFORCEMENT OFFICER EMPLOYMENT AND TRAINING COSTS

PART II SUBSEQUENT PUBLIC EMPLOYER

Paid To: **FIRST SUBSEQUENT PUBLIC EMPLOYER**

Name	
Address	

Paid By: **SECOND SUBSEQUENT PUBLIC EMPLOYER**

Name	
Address	

STEP 1

Law enforcement officer's full name	
Hire date with 2nd subsequent employer	
End employment date with 1st subsequent employer	
Law enforcement officer's certification date	
Total amount of first public employer's claim	

STEP 2

Choose one below

	Individual employed for 1 year or less after certification date: 100% of costs	
	Individual employed more than 1 year less than 2 years after certification date: 66% of costs	
	Individual employed at least 2 years and less than 3 years after certification date: 33% of costs	

Total Amount Claimed for Reimbursement

Documents needed to support costs

- A Copies of claim forms from first public employer
- B Copies of claim forms from any subsequent employer

I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, and that no part of the same has been paid.

Date: _____ Chief Executive Officer _____