

Standard Operating Guidelines

SCHOOL & TRAINING REQUEST

Guideline # 130.20

Date: 3/09R

PURPOSE

The purpose of this standard is to provide firefighters with a method of requesting schools and training programs.

SCOPE

This procedure shall apply to all firefighters of District # 3.

PROCEDURE

1. Any member requesting to attend a school or convention must first receive approval from the appropriate personnel in charge of educational training (i.e. training office, Captain, Chief).
2. The appropriate person shall then submit in writing, to the Board Office, the proper form COMPLETELY FILLED OUT. All documentation of training shall be attached to request
3. All forms must be filled out in a timely fashion, so that it can be approved, if need be, at the next Commissioners meeting. The Board has the right to reject a training request, due to untimely submission.
4. Once approved, the Board's office will then arrange for all necessary reservations, passes, books etc.
5. Anyone processing a class, training, convention, or books without first going through the Board's office, the Board will not be responsible for payment.
6. The Board has the right to limit the number of individuals that attend training classes, conventions, etc.
7. The Board also has the right to limit the amount to be spent on any room, travel expenses, etc.
8. The current rate for food expenses is \$ 50.00 per day. This will be pro-rated, according to the number of days you will be away.

NOTE: For large seminars, it must be noted that Hotel reservations fill up extremely quickly and every effort should be made to submit the forms as quickly as possible. The Board will make every effort to make the reservations as the requested hotels; etc, provided the available funds are authorized.

Approved:

Date:

District Chief: