

Springdale Fire Department

Policy & Procedures Manual

Volume 3 – Training

Section 301 – General Training Procedures

301.1 – Applying for Outside Training Classes

In an effort to provide prior notice to the Shift Commanders and Training Officer concerning outside education interests, and a means of approving or disapproving outside education requests, this procedure outlines the accepted method for requesting to attend outside classes.

All SFD personnel attending outside classes will be subject to these regulations.

The Shift Commanders and Training Officer shall be responsible for reviewing requests for outside classes and submitting them to the Assistant Fire Chief.

The Training Officer shall make arrangements for travel and lodging for all non-local outside classes.

Upon determining an interest in an educational opportunity outside the regular SFD training curriculum, a member of the department must complete an Outside Training Request Form. Personnel making a request shall notify their Company Officers prior to submitting the Request Form to the Shift Commander. The completed form is then submitted to the Shift Commander for review. The Shift Commander signs the form and submits it to the Training Officer for further review, and the Training Officer shall forward the form to the Assistant Fire Chief for final approval.

Notification of approval or disapproval for the education request shall come from the Training Officer or Shift Commander after the request is considered. Some factors affecting the decision include budget constraints, staffing constraints, and benefits of the class to the department. After receiving word of approval or disapproval, personnel shall notify their Company Officer of the disposition of their request.

Applications for classes at the Arkansas State Fire Academy or the National Fire Academy shall be submitted to the Training Officer for processing/approval prior to sending in to the academy. In order to assure expense money is available prior to going to the class, Outside Training Request Forms, applications, registration forms or any other forms needed before the class must be submitted at least three weeks prior to the start of the class. A local class will be classified as any class that does not require the member to stay in a hotel. A vehicle from the city shall be provided if one is available, but if the member drives their vehicle no reimbursement will be given for mileage. A per diem will not be provided for classes that are local. SFD shall allow the member time off to attend approved local classes.

Any class that requires the member to travel greater than one hour one way will be considered a non-local class.

The Assistant Chief shall determine the need for hotel accommodations for non-local classes. Such determination shall be based upon the location of the class, class schedule, length of class, physical exertion required and available funding. Hotel accommodations for the night before a

class starts the following morning shall also be determined by the Assistant Chief using the same criteria.

Personnel who are scheduled for duty on the date of departure shall report for work and shall remain on-duty until such time that they must depart to arrive at the appropriate time. The Training Officer shall determine time of departure for a class. Personnel who are on-duty when they arrive back from a class are subject to work depending on staffing. If a member arrives back in town prior to 1800 hours they shall be required to report to the Shift Commander. The Shift Commander shall determine if the member shall have to report to work. Personnel will be required to bring back all applicable receipts. Required receipts include hotel receipts, meal receipts (if not per diem), any gasoline receipts, or receipts of unexpected expenses. The city shall not pay for expenses when a receipt is not presented. The Training Officer will determine if the expense will be paid. A form for expenses shall be provided for the member to fill out and total all expenses. It is the responsibility of the member to complete this form and assure all information is correct. The city will not pay for meals of family personnel or supplies not related or necessary for the class. The city will not pay for maintenance or damage to a personal vehicle. This policy shall not supersede the City of Springdale's rules for travel expenses in the City Policy and Procedure Manual.