

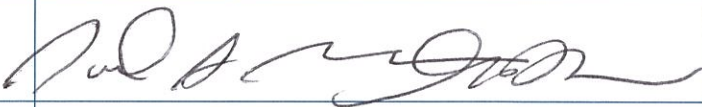

	<b>Standard Operating Guideline: TRAIN 2</b>	
	Subject:	Request for Training
	Effective Date:	November 1, 2012
	Revision Date:	May 1, 2018
	Approval:	
	EMS Representative:	
	Fire Representative:	
Career Representative:		
Director:		

**Purpose:** To provide volunteers/employees of Public Safety with opportunities to advance their knowledge and skills.

**I. Policy**

- A. Any volunteer/employee wanting to take training through the department must submit a Request for Training via department in electronic form. The Fire and/or EMS Training Coordinator will review the request and submit suggestions to the Division Chief of Operations for approval or disapproval, with the Director of Public Safety having final authority. The request will then be returned to the volunteer/employee via department electronic form.
- B. Upon completion of the requested training, the volunteer/employee **MUST** submit a copy of the successful completion certificate or attendance certificate from the requested class to the appropriate training coordinator. These documents must be submitted within 45 days of class completion.
- C. Any request for training reimbursement must be approved by the Director of Public Safety/Designee prior to the training date.
- D. All training receipts for reimbursement must be submitted within seven (7) business days after completion of the course. This is to include but not limited to: itemized food receipts, fuel receipts, lodging receipts, training supply receipts and class registration receipts. These receipts shall be submitted to the appropriate Training Coordinator.