

# SOUTH PORTLAND FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

<b>Policy #:</b>	5.329	<b>Effective Date:</b>	12/30/2013
<b>Title:</b>	Request for Training	<b># of pages:</b>	2
<b>Category:</b>	Training	<b>Classification:</b>	Green

1. **PURPOSE:** To outline the process for applying and funding outside training.

2. **POLICY:**

Documentation: Any Department member who wishes to attend a seminar or training session (Fire Attack School, EMS Refresher) and said function is paid wholly or in part by the City of South Portland or an approved entity (DHS) shall complete a SPFD request for training form. Once approved by the Training Deputy, the completion and submitting of any additional forms (such as class registrations) shall be the responsibility of the person requesting the training.

Payment: Payment will only occur after approval of training has occurred and the method will depend on the type of training.

- Classes required by the department (EMS, Hazmat) will be paid for the department
- Classes and/or seminars of one or two days will be paid for by the department. Fulltime members should use their department purchasing cards or request a PO from the department secretary. Call Company members may either request a PO from the department secretary or pay in advance using their own funds and request reimbursement after completing the class
- Classes of more than two days such as Fire Officer or Fire Instructor will be paid for by the student and reimbursed once proof of completion is presented to
- Classes being used for college credits will not be paid for under this policy, please refer to the firefighter's bargaining unit or the city's education incentive program

All personnel who receive funding for training shall provide proof of training certificate etc. upon returning from the training event regardless of payment plan.

Any person who does not attend the training that was paid for by the Fire Department must have an acceptable excuse as to why they did not attend or they may be required to reimburse the City.

Minors Attending Training: For the Department to fund the training that involves an OVERNIGHT stay, the attending member(s) must be 18 years of age or older. This does not preclude the member from paying for and attending the training on their own, but no reimbursement will be made if less than 18 years old.

3. **REFERENCES:**

- None

By Order Of:

*Kevin W Guimond*

Kevin W. Guimond  
Fire Chief