

# Fauquier County Department of Fire Rescue

## **OPERATING PROCEDURE**

No. 107



### **Outside Training Requests**

Effective Date: September 8, 2017  
Revision Date:

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Forms: FRF 906

Approved By: Darren L. Stevens, Fire Rescue Chief

## **PURPOSE**

The Fauquier County Fire Rescue encourages its personnel to grow and continually develop their job related skills and abilities. The department also recognizes that shift-work employees often work hours that conflict with outside educational opportunities. This procedure is intended to permit department approved educational opportunities for job related experiences.

The department places a strong emphasis on training and education and will make every effort to support training, however resource limitations and other issues may limit the ability to provide details or cover training related expenses even though they may be job related. This procedure is intended to provide department personnel with the necessary guidance and procedures to request approval of training and educational opportunities for job related experiences.

## **SCOPE**

This procedure pertains to all Fauquier County Fire Rescue career members (operational and administrative). This procedure is intended to apply to those requests that will be funded or sponsored by Fauquier County Fire Rescue.

## **I. PROCEDURE**

- A. All requests for educational opportunities will require the completion of a FRF-906. The employee's immediate supervisor, the program manager (if applicable), and battalion chief must electronically sign the form, where appropriate, and forward it to the Deputy Chief of training for consideration. The Assistant Chief will serve as the final approving authority.
- B. Electronic signatures are to be completed in the following manner:
  1. Typed name entered in form.
  2. Forwarding the form from your county email account to the next level of review provides the electronic validation for the signature

**Desire to Serve**

**Ability to Perform**

**Courage to Act**

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- C. In order to ensure consistency, each training request will be evaluated against the following criteria:
1. The relevance of the program to the overall mission of the fire department.
  2. The program's consistency with the department's training plan and its benefit to the organization.
  3. The relevance to the requesting individual's area of expertise and role in the organization.
  4. Availability of budget funds to cover all associated costs, including overfill/back fill.
  5. Availability of equivalent local training if the request involves out of town travel.
  6. If the training involves more than one request, determine if the training program is appropriate to have a single individual attend and bring information back to train others (train-the-trainer).
  7. Other relevant factors, including operational impact on the department while the individual is attending the training.
- D. The employee who initiated the request, their battalion chief (if applicable), and the staffing system manager will receive a copy of the completed training request electronically once all reviews are complete. If necessary, the training division will contact the employee to provide details or make any arrangements that may be necessary.

## **II. TYPES OF TRAINING**

### **A. CONTINUING EDUCATION TRAINING**

Continuing education training is defined as training that is necessary to maintain license, or certification/qualification, or otherwise essential for job performance or required for given position as authorized by the department. Additional compensation and/or detail coverage may or may not be granted for these opportunities based on the review process.

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**B. CAREER DEVELOPMENT TRAINING**

Career development training opportunities are typically courses listed as prerequisites for promotion. Detail and additional compensation are typically not provided for these opportunities.

**C. TRAINING BENEFICIAL TO THE DEPARTMENT**

This type of training provides an identifiable positive impact or is beneficial to the department. Examples: Virginia Department of Fire Program classes offered outside of the Fauquier County, EMS Symposium, Technical Rescue Operations classes, Hazardous Materials Technician classes, the Fire Department Instructors Conference or other similar events and training. Detail coverage and/or additional compensation may be provided based on training benefit to support department programs.

**D. SPECIALIZED SKILL TRAINING**

Specialized skill training applies to topics and/or opportunities where attendance will enhance the individual's ability to perform at a higher certified level. Examples include EMT upgrade programs such and Advanced EMT and EMT Paramedic. Detail coverage and/or additional compensation may be provided based on availability of funding.

**E. REQUIRED TRAINING**

Required training are opportunities where attendance is required by the department. These opportunities are typically announced by general order. Detail coverage and/or additional compensation is typically approved. Examples may include operational in-service training, required county training, or any course work approved by the assistant fire chief.

**F. OTHER NON-SPECIFIED TRAINING**

Training opportunities that cannot be placed in one of the categories above shall be considered under this non-specified category on a case-by-case basis.

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**IV. ATTENDANCE**

- A. All approved outside training shall be considered a work assignment and on time attendance is mandatory. Professional behavior and demeanor during class hours is expected. Upon returning from approved outside training, employees are expected to submit a certificate of completion or some other verification of attendance to the training division. Employees will also be required to report the respective training hours for entry into the training database.
  
- B. Individuals are responsible for completing required expense reports and other requirements specified by Fauquier County Administrative Procedures