



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

## **PURPOSE**

The purpose of this policy is to establish a procedure for members of the fire department to request leave, payment, and/or reimbursement for training and professional development opportunities.

## **POLICY**

Travel and training decisions will be guided by the department's annual training plan, available funds, and staffing needs required to support the training event. Members may attend training outside of scheduled on-duty courses. For certain approved training, the department will pay associated course fees and necessary travel expenses.

Members seeking to attend a training course, including courses hosted by the department, must submit a completed Training Request Form to their supervisor no less than 30 days before the class begins, or day of travel. The form should include an attachment of the conference/training agenda.

Requests should be promptly forwarded to the supervising Chief Officer (generally the Battalion Chief). Overtime necessary to support any training event shall be minimized. Any overtime that may be incurred due to training shall receive prior approval from the Fire Chief. It shall be the responsibility of the appropriate Battalion Chief to block the appropriate date(s) for leave and ensure overtime is eliminated or reduced prior to approving the training request. If the request is approved by the Battalion Chief, it will be forwarded to Division Chief of Professional Standards for final determination.

Requests will be reviewed by the Division Chief of Professional Standards and the disposition will be sent to the requesting member via phone or email.

Course enrollment and travel arrangements will be managed by the person requesting the class. The Training Division will assist in course enrollment and travel arrangements.

Members must maintain all receipts associated with their travel. Upon return the member must submit associated receipts to be reviewed by the Division Chief of Professional Standards and approved by the Fire Chief.

### **Reimbursement to City**

If the class dismisses earlier than planned, the member returns earlier than planned or other changes occur during travel, the member may be responsible for reimbursement of funds to the City. In such cases, the member shall contact their Battalion Chief and inform them of the situation. The Battalion Chief shall determine if reimbursement is required and notify the Division Chief of Professional Standards of the occurrence, upon the individual's return from class.

If a member fails to attend, or voluntarily withdraws, an approved course or travel event, they may be required to reimburse the City up to the total of all monies paid to support the request. Such instances shall require the member to notify their supervisor, Battalion Chief, and the Division Chief of Professional Standards, and will subject them to the disciplinary process.

Approved

Fire Chief

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## **Miscellaneous**

Individuals may pursue training opportunities in which the individual and department share the cost of the specified training event. These will be handled on a case by case basis within budgetary constraints and upon approval of their supervisor, Battalion Chief, Division Chief of Professional Standards, and the Fire Chief.

Individuals, who are sick or on injury leave on the day of the scheduled training or class, will notify the Division Chief of Professional Standards through the chain of command, prior to the beginning of the class.

## **National Fire Academy Professional Programs**

The National Fire Academy offers two professional multi-year programs for firefighters to take advantage of. Members wanting to apply for admission into a program will submit their formal request on the Training Request Form and follow normal procedure for all program components. Prioritization of program selection is detailed below. Upon acceptance into a NFA program, the department will provide continued support and funding for the duration of an individual's participation in the program.

The department continues to support attendance at all NFA courses. However, due to the competitive nature of selection and admittance into the NFA Managing Officer Program (MOP) and Executive Fire Officer Program (EFOP), the department will consider requests to attend either MOP or EFOP based upon the applicant's current assignment and applicability to the program's target audience identified by the NFA.

Members are encouraged to consult current NFA documents regarding programs and to seek advice from a member that has completed the program they are interested in.

Generally, Engineers and company officers will be best suited to attend the MOP as their responsibilities are categorized in the NFA target audience for the program. Upon a line officer's completion of the MOP, additional consideration will be given if they request to attend the EFOP.

Chief Officers, MOP graduates, and company officers who have completed their chief officer task book are generally best categorized in the NFA target audience for the EFOP. The department will support these officers attending the EFOP.

## **Prerequisites for Promotion**

Each member will be awarded time off once per calendar year for promotional related approved prerequisite courses. Desired courses shall be submitted for approval using the current outside training policy and allow for 30 days of advanced notice for scheduling. Training requests received less than 30 days from the course date shall be approved on a case by case basis and may be denied. Time off will not be awarded twice for the same class

This policy is subject to be suspended due to shortage, budget constraints, or other unforeseen staffing circumstances.