



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The purpose of this policy is to establish guidelines for paramedic school selection and attendance. This policy also serves to establish the procedure members shall follow for acceptance into the program.

POLICY

The Russellville Fire Department will utilize the resources of Arkansas Tech University and the North Little Rock Fire Department Paramedic Program to provide paramedic curriculum to its members who pursue paramedic licensure. All members hired prior to July 1, 2020 may request to attend paramedic school and associated requisite courses. All members hired after July 1, 2020 are subject to attend paramedic school and associated requisite courses when provided an order from the Fire Chief or Division Chief of Professional Standards. This order shall be in writing and received by the member at least one year prior to the starting date of the identified paramedic program.

Procedure for Enrollment and Approval

Members who pursue (whether self-initiated or by order of the Department) paramedic licensure, shall submit this request to their supervisor on a completed Training Request Form. The request will also be accompanied by a letter of support from their direct supervisor and/or Battalion Chief.

All requests for paramedic school participation will be reviewed by the Division Chief of Professional Standards and the Fire Chief. The disposition of each request will be sent to the requesting member via phone or email. Members selected to be sponsored by RFD in the paramedic program will enter into a formal agreement with the City of Russellville. This agreement shall be presented to the member by the Fire Chief.

Contract

Members selected to attend paramedic school must complete a Paramedic Education/Tuition Agreement prior to the first day of class. The most current version of this agreement will cover all stipulations and requirements for both the paramedic candidate and the department.

Tuition, Fees, and Testing: By agreement between RFD and ATU and NLRFD Paramedic Program, tuition expenses should be directly billed to the RFD. Tuition expenses will be limited to courses directly associated with prerequisites to the paramedic program and the paramedic program. Testing expenses will be billed directly to RFD.

Books: Members shall check with the Training Division for previously used course texts. When necessary, members will purchase books and supporting documents. Book expenses should be directly billed to the RFD by the college's bookstore. Upon completion of each course, the member will return their text(s) to the Training Library.

Approved

Fire Chief

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