

VILLAGE OF PLOVER FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

Policy Number:	1010	Section:	1000 ADMINISTRATIVE
Subject:	Training/Conference Request		
Effective Date:	08/04	Author:	
Purpose:	To establish a consistent set of guidelines for all department members to follow when requesting to attend any department related training, conference and/or seminar.		

Guideline:

1. All members shall complete and submit the department "Training/Conference" request form to the Fire Chief.
2. All forms shall be submitted well in advance (i.e. enough time to acquire approval signatures and process payment in Treasurer's Office) to ensure adequate time for processing the members request.
3. The department will determine what costs (i.e. tuition, travel, meals, lodging) shall be covered by the department and inform the requestor.
4. All member(s) requesting/approved for "State Certified Courses" shall pay their own tuition, fees, and books. Upon successful completion of the course; the Department will reimburse the member(s) for the costs upon submitting receipts for the course tuition, books and copy(s) of certification.
5. The department will review all member requests and make approval determinations based upon, budgeted funds, equal training opportunities for all members, training/conference costs, and travel distances.

The Department encourages members to continually enhance their personal knowledge base. Members wishing to be sponsored by the Department to attend conferences and/or seminars shall complete the appropriate request form. Members shall be prepared to include:

1. Name of the conference/seminar.
2. Description of what is to be attended.
3. Cost associated with attending. (i.e. registration, lodging, etc...)
4. Any other information requested.

All documentation will be turned in to the appropriate supervisory staff for approval or denial. Any denial will be returned to the presenting members with a written explanation for such action.

Members who do not attend continuing education CE one year will have first opportunity to attend CE the following year. If no members express interest in a particular CE offering it will become a "first come first serve" type enrollment. This may mean that the same members may be allowed to attend a certain event year after year if they are the only ones to express interest in it.

Any members that attend a conference/seminar must complete the appropriate expense form for reimbursement. This form is available from the Fire Chief upon request. You must keep all receipts in order for expenses to be valid.