



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section:	Training	SOP:	12.5
Subject:	Compensable Training	Executed:	August 26, 2011
		Revised:	
Approved:  Scott Cullers, Fire Chief			

PURPOSE

To identify schedules of training that may be compensable by the Department.

RESPONSIBILITY

Personnel are responsible for understanding the training requirements set forth in this policy. Re-certification requirements will be the responsibility of the individual to manage.

BACKGROUND

A workgroup of WFRD personnel was established to address issues identified in “IB-11016 Training Issues”. The workgroup was comprised of Lt. Yost, Sgt. Henschel, Sgt. Hovermale, FF Joseph, FF Amtower and FF Ballenger.

This workgroup reviewed departmental policies, written correspondence on training and solicited input/feedback from all WFRD personnel. A total of six (6) suggestions outside of the group were received by the department (3 Lt., 1 Sgt., 1 FF/BLS, 1 FF/ALS). Final input was given to the group by WFRD command officers.

APPROVAL FOR TRAINING

The Fire Chief and/or his designee will make final determination to approve/disapprove any training requests. Approval or disapproval for training may be determined by, but not limited to:

- Availability of funding
- Affect on the operations of the Department
- Applicable to the individuals current level of the Professional Development Program

Personnel on disciplinary probation will not be eligible to request training until the probationary status has been satisfied.

SCHEDULES OF TRAINING

- **Schedule A:** Training is sponsored by the department and all expenses associated to attend the class/course are paid by the department.
 - Work schedules may be modified to accomplish this.
 - Travel expenses shall follow The City of Winchester Comprehensive Employee Management System (CEMS) and as the most economical method possible.
 - Department uniforms are required while attending class unless the class announcement specifically identifies casual dress. (ie. NFA business attire)
- **Schedule B:** Training is sponsored by the department and only tuition/registration and books will be paid for. The following shall apply:
 - Personnel may be permitted to attend class while on duty for classes that are within the geographic limits of the city or on city property.
 - All daily operational objectives shall be met prior to personnel attending this schedule of training.
 - The Battalion Officer shall be notified as soon as possible with requests to attend in City training.
 - If the training is outside of the city limits, it will be the responsibility of the individual to properly arrange time out of the station following department policy.
 - Department uniforms are required while attending class unless the class announcement specifically identifies casual dress. (ie. NFA business attire)
- **Schedule C:** Training is not sponsored by the department and the cost of attendance will be the responsibility of the individual. The following shall apply:
 - Personnel may be permitted to attend class while on duty for classes that are within the geographic limits of the city or on city property.
 - All daily operational objectives shall be met prior to personnel attending this schedule of training.
 - The Battalion Officer shall be notified as soon as possible with requests to attend in City training.
 - If the training is outside of the city limits, it will be the responsibility of the individual to properly arrange time out of the station following department policy.

Training Matrix

(This list is not all-inclusive)

Training Category	Schedule A (Department Funded)	Schedule B (Registration and Books Funded)	Schedule C (NO Department Funding)
City of Winchester Mandatory Classes	X		
Department Mission Driven/Discretionary Classes	X		
Department Monthly/Quarterly Training	X		
PDP Requirements for Current Rank	X		
All College Courses			X
All VDFP Certification Courses			X
Fire Continuing Education	X		
VA Fire Chief Conference	X		
VFOA Academy (subject to availability)	X		
All VAOEMS Courses		X	X
EMS Conference	X		
EMS Continuing Education	X		
All VDEM Certification Courses		X	X
Hazmat Continuing Education	X		
Hazmat Conference	X		
All NFA Courses (residential)			X
All NFA Courses (hand-off)			X
NFA VA State Weekend	X	X	
Required NIMS for Current Position	X		

TRAINING AGREEMENTS

Any training approved with financial support from the Department will be subject to reimbursement if the employee cancels, fails to attend class or does not complete the prescribed curriculum with passing results. A training agreement will be required of all personnel seeking financial support from the Department.

REQUEST FOR TRAINING

The following forms are required to be submitted for ALL training requests no later than 21 days prior to the start of class:

- WFRD – Request to Attend Training
- Training Agreement (Schedule A or B only)
- City of Winchester – Travel Authorization Form

- Any Training announcement and supporting information
- Map Quest directions from your station to the training location (out-of-town only)
- Accommodation information (if applicable)

The following additional forms may be required depending on the type of training requested:

- NFA – Student Application (All NFA courses)
- VDFP - Student Application (All VDFP courses)
- Frederick County Fire and Rescue Training Request Form (All FCFR training)

PAYMENT OF TRAINING CLASSES

Upon receipt of all required documentation, the department administration office will process the schedule A and B training request for registration to the course contact and order all books as necessary.

TRAINING RECORDS

All training shall be logged in the Department reporting system. Certifications obtained for courses shall be forwarded to the Training Officer for inclusion into the employee's departmental file.

POST TRAINING DELIVERY

Department sponsored training (schedule A or B) may require personnel to develop and instruct classes to provide information on the knowledge learned. This requirement shall be coordinated through the Training Officer.



Winchester Fire and Rescue
TRAINING REQUEST

Date Submitted: _____

Applicant Data

Name: _____ Dept. ID#: _____

Rank: _____ Station: _____ Shift: _____

Course Information

Course Name: _____ Date(s) of Course: _____ To: _____

Course Description: _____

Course Location: _____

How Will This Course Benefit You and the Department: _____

Acknowledgement

Important: By signing below, you acknowledge your responsibilities and acceptance of the "Compensable Training" policy.

Signature: _____ Date: _____

- Student Checklist:** *(Check all that apply)*
- Completed City of Winchester Travel Authorization
 - Additional course forms
 - Pre-requisite certifications attached
 - Map Quest directions from your station
 - Course description and registration information
 - Hotel accommodation information for registration
 - Submit all forms to your supervisor for review

Supervisor Sign: _____
Date: _____
Supervisor Recommendation: **A B C Denied**
(circle one)
Explain: _____

OFFICE USE ONLY

Date Reviewed: _____ Reviewed By: _____

Approval: **Schedule A** **Schedule B** **Schedule C** **Denied**

Approved Category: _____

Post Training Delivery Required: **NO** **YES** (circle one)

Reviewer Comments: _____
