

**LAKWOOD FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

SOG NUMBER: 101.10A	ADMINISTRATION
DATE IMPLEMENTED: JUNE 11, 2019 DATE REVISED:	TITLE: CAREER REQUEST TO ATTEND TRAINING

PURPOSE:

This guideline was promulgated to establish procedures for Career members requesting to attend training, whether or not they are self-paying and/or seeking BOFC payment or reimbursement.

SCOPE:

All Career personnel of the LFD.

PROCEDURE:

1. A Career member requesting to attend training shall complete a “Career Member Request to Attend Training” form in advance of the scheduled training. (A separate form shall be submitted for each member request).
2. The completed request form shall then be submitted to the Career Captain, or his/her designee, for initial approval prior to submitting the request to the Chief of Department.
3. Once the request is approved by both the Career Captain and the Chief of Department, it is then forwarded to the Board Office for approval.
4. All “Off Shift” training will be paid as a staffing assignment, and the maximum training allowed in any 28-day working period will be capped at 12 hours.
5. Training, for this SOG, is defined as a pre-scheduled LFD Department or Company Drill, a Hands-on Drill or classroom training at a State approved Fire Academy, or any pre-approved vendor. It will not include any Union sponsored training or seminars.
6. This SOG does not apply to SOG 101.06, Section 3-h. Members can attend training after their 24 hour shift, without complying with ten (10) ten-hour break, as long as the training is no longer than 8 hours in length, their participation is voluntary, and they are not scheduled for a shift within 12 hours of training completion.
7. If minimum staffing allows, as defined in SOG 101.06, an off-site training session may be allowed during regular shift. This, under no circumstances, will be allowed if it creates a minimum staffing shortage or an overtime or a staffing assignment pay situation. There shall be no added expenditure to the Lakewood Fire District. The member shall return to duty as soon as the training session is completed.