



POLICIES AND PROCEDURES
MONTGOMERY COUNTY
DEPARTMENT OF FIRE AND RESCUE SERVICES

NO. 1201

PAGE
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DATE

December 8, 1994

TITLE

TRAINING COURSE DETAILS

DIRECTOR APPROVAL

PURPOSE

- 1.0 To establish the policy for detailing DFRS personnel to applicable fire, rescue and emergency medical services training sponsored by the Department.

APPLICABILITY

- 2.0 All DFRS personnel in the Fire Protection Occupational Series.

- 2.1  This policy was developed in cooperation with the International Association of Firefighters, Local 1664.

POLICY

- 3.0 Personnel will be detailed to the following training courses:

- a. Firefighter III
- b. CPR
- c. Emergency Medical Technician - Ambulance
- d. EMT-A Refresher
- f. Emergency Medical Technician - Paramedic (Fire/Rescue Sergeant and below).
- g. Paramedic Continuing Education (minimum requirements only)
- h. Emergency Vehicle Operators Course
- i. Command Officer (Captains and above) Continuing Education (12 hours annually)

- 3.1 Personnel must wear the proper DFRS uniform when detailed to training courses. Time and attendance policies must be followed.

- 3.2 Personnel are encouraged to attend training courses other than outlined in 3.0. Details are only available for the classes listed in 3.0. Attendance may be authorized for other classes if sufficient staffing is available or a stand-by is approved. Leave may be requested and approved for individuals to take training classes.

- 3.3 The Bureau Chief may detail to and require attendance in any training course not previously completed by an employee, but required for the employee's current classification or position.



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PROCEDURE

- 4.0 Personnel may request to be detailed to the training outlined herein by submitting a written request to the District Training Coordinator.
- 4.1 The District Training Coordinator will forward the Training Request Form to the Registrar at the Division of Training, PSTA.
- 4.2 The Division of Training will process the application and forward a status form to the District Training Coordinator.
- 4.3 The District Training Coordinator will notify the employee of their status.

CANCELLATION

- 5.0 This policy cancels #1201, Training Course Details, Dated January 16, 1988.

a:trngco.pol