



MUKWONAGO FIRE DEPARTMENT

OPERATING PROCEDURES

Training Requests		Approved by: Chief Jeffrey R. Stien	
POL #35	Draft Date: 02/01/2012	Revision Date: 3/19/12, 9/22/16	Effective Date: 3/19/2012,9/22/16

PURPOSE: The purpose of this policy/procedure is to establish and maintain a systematic approach for requesting a training course.

SCOPE: This procedure is to be followed by all officers and members of this department. All personnel shall become familiar with the administrative procedure in requesting additional training.

- A. The Training Request form shall be completed by those individuals that wish to attend any outside department training or other emergency service participation, training, etc. All Training Request forms must be completed in its entirety. Incomplete forms may result in the request being denied and/or delay in training approval.
- B. All requests must be turned in to the Company Officer for their review and approval/denial.
- C. The Company Officer shall forward all Training Request forms to the Chief Officer in charge of training.
- D. The Chief Officer in charge of training shall review all prerequisites and note whether they have been met.
- E. Materials being lent to personnel for training shall be noted on the Training Request form by the Chief Officer in charge of training.
- F. Training Request forms must be received and final approval by the Chief of department.
- G. Training Request forms shall be turned in at least one month prior to the start of the course.**
- H. Once the training is authorized through the completed Training Request form, the individual would be covered by the Village/Town of Mukwonago for all expenses as described in Policy #31 and covered by Workman's Comp. The individual shall agree to sign the Family Educational Right and Privacy Act of 1974 (FERPA) and/or Consent for Release of Student Information forms provided by the Technical Colleges so that the Fire Chief or designee has access to the individual's grades and can have discussion with instructors if needed for those trainings directly related to the training request. Those not completing the form and not authorized by the Chief

of department will not be reimbursed for any expenses, nor will the individual be covered by the Village/Town of Mukwonago's Workman's Comp.

- I. All documentation required shall be maintained in the individual's personnel folder. This shall be maintained by the Chief of the department.