

**Manasquan Fire Department
Manasquan Fire District #1
Standard Operating Guideline**

430.02

Title: Outside Agency Training Courses

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Purpose: To establish a guideline for all members that will outline the procedure to be followed for a training seminar, class, or course that is taught outside the Manasquan Fire Department.

Scope: This guideline will cover all members of the Manasquan Fire Department. Members of the Fire Department will submit their outside training requests to their company officer.

General: This guideline will outline the procedure to be taken for outside training and the expectations of the Fire District regarding the members performance in the class or course. This guideline will also outline actions that me be taken against the member should they fail to attend or complete the class or course.

430.02.00 TRAINING REQUESTS

All qualified members shall submit to their company officer any requests they have for outside agency training. The request shall include the time and dates of training, type of course, and cost. The company officer shall review the request. If the course is found to be appropriate and beneficial to the member and the Fire Department, he shall then forward the request with a signed statement of understanding, to the Fire Director who will review it and forward a copy to the Commissioner in charge of training.

430.02.01 STATEMENT OF UNDERSTANDING

Member attending the course will sign a statement of understanding. The member by signing this document agrees that if they fail to complete the course or class they will be held financially responsible to repay the Fire District for any and all costs incurred.

430.02.02 EXCEPTIONS

A member failing to complete or pass a class or course due to illness, a death in members immediate family, or inability to meet course completion requirements due to physical or mental capabilities, shall not be held financially responsible. In cases of illness a doctors note will be required.

430.02.03 DISCIPLINARY ACTION

Disciplinary action may be taken against any member failing to attend or complete a course except in case aforementioned.

430.02.04 FINANCIAL RESPONSIBILITY

A member failing to complete or attend a class or course will be held responsible to repay the Fire District for any and all costs incurred. The District may also take civil action against a member to recoup monies owed.