

MAKE-UP TRAININGS

Page Number: Effective Date:

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04/01/2011

Supersedes Editions:

04/01/2007, 01/01/2005, 01/01/97, 01/15/96

Purpose: *Occasionally members may have reason why he or she is unable to attend a regularly scheduled Monday training. The purpose of this procedure is to adopt procedures that apply to make up trainings. This procedure supersedes any previous policies, rules or procedures applicable to make up training.*

Procedure:

1. Members are expected to attend regularly scheduled Monday training. Use of make up trainings should only be occasional, and not a routine habit, unless otherwise approved by the training officer. For the purposes of this document, occasional means no more than one makeup training per month.
2. Makeup trainings will be offered on the Tuesdays and Wednesdays after each regularly scheduled Monday training.
3. A member wishing to attend makeup training must seek prior approval of the training bureau. For the purposes of this document, prior means before the training for which the person would normally attend. In other words, persons who normally attend day trainings must have their makeup training request approved before 08:30 on Monday.

Anyone who does not obtain prior approval, and attends a makeup training, in the chance the makeup training will be approved, is doing so at his or her own risk.

4. It is each member's own and personal responsibility to ensure that proper approvals, and documentation are preserved with regard to makeup training.
5. If a member is attending a makeup training which is in lieu of a regularly scheduled Monday training for Perfect Training Attendance award purposes, it is that member's responsibility to ensure it is so noted on the training attendance sheet. Failure to do so may subject the member to not receiving this award.
6. Apparatus operator training is not approved for makeup training. Persons who are attending apparatus operator training are expected to attend regularly scheduled Monday training. This applies only to those persons receiving apparatus operator training AND NOT THOSE WHO ARE GIVING THE APPARATUS OPERATOR TRAINING. Those persons giving apparatus operator training may use such training as makeup training provided that approval from the training officer has been obtained.
7. Emergency Medical Technician training is not approved for makeup training. Persons who are attending EMT classes are expected to attend regularly scheduled Monday training. The only exceptions to this is if the EMT class is during regularly scheduled Monday training. For example, if a person normally attends Monday night training, but is attending EMT classes on Monday nights. This person will receive credit for that Monday training, if he or she provides the training officer with proper documentation that he or she was at EMT training. Such documentation is due within one day of the EMT class. A person who attends EMT training on any other day of the week will be expected to attend Monday training.

Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.

Okolona Fire Department
Standard Operating Procedure

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8. Recruit training is not approved for makeup training. Persons who are attending recruit training are expected to attend regularly scheduled Monday training. This applies only to those persons receiving recruit training AND NOT THOSE WHO ARE GIVING THE RECRUIT TRAINING. Those persons giving recruit training may use such training as makeup training provided that approval from the training officer has been obtained.
9. It is imperative for each member to note his/her responsibility for seeking permission to attend make-up training, along with proper documentation of his/her attendance.

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