



Virginia Beach Department of Emergency Medical Services



OPERATIONS

TRAINING POLICY – CAREER MEMBERS

PURPOSE: The purpose of this policy is to provide direction for career personnel training requests and assignments.

APPLICABILITY: All career operational members of the Department of Emergency Medical Services.

POLICY STATEMENT:

This policy does not prohibit a member from attending a training event or class when not on shift. The policy provides the requirements to be followed if a member is assigned to a training event or class, or if a member wishes to attend a training event or class deemed optional during the member's scheduled work hours. Training events or classes will be deemed either mandatory or optional by the Deputy Chief of Operations or his designee(s).

Required Continuing Education:

1. Mandatory core content for recertification purposes is provided by the Department of EMS. Career members assigned to operations are afforded the opportunity to receive this training through their regular shift in-services.
2. Members who miss a scheduled in-service are responsible for obtaining any mandatory core content for recertification purposes on their own time. Compensation or TDA may not be provided for make-up attendance.

Training Events or Classes Deemed Mandatory:

1. The member may have their regular duty assignment temporarily adjusted through a Temporary Duty Assignment (TDA) to accommodate attendance at a training event at the direction of the member's supervisor.

2. Member assignments to training events and classes deemed to be mandatory that do not result in a TDA will be compensated per regular compensatory requirements.
3. When applicable, all required training events, class registrations and associated travel fees will be provided by the Department of EMS in accordance with applicable City policy for any training event deemed to be mandatory.
4. Assignments to training events and classes that will result in overtime compensation require the direct approval of the Deputy Chief of Operations.

Training Events or Classes Deemed Optional:

1. Attendance at optional training events and classes to be held during a member's scheduled duty hours will not be accommodated unless approval is granted in advance by the member's Command Duty Officer.
2. Compensation or a TDA may be approved for attendance at optional training events and classes at the discretion of the Deputy Chief of Operations through the member's Command Duty Officer. To determine this, the relativity and applicability of the training to the member's role within the department will be evaluated, along with available funding.
3. All, or partial, required training event(s), class registration(s) and associated travel fees may be provided by the Department of EMS in accordance with applicable City policy for any training event deemed to be optional.
4. Assignments to training events and classes that will result in overtime compensation require the direct approval of the Deputy Chief of Operations.

MEMBER RESPONSIBILITIES:

1. It is the responsibility of the member requesting approval to attend a training event or class to obtain supervisory approval.
2. The member is required to submit a request for approval via the approved Department of EMS form. All required approvals must be granted prior to member assignment or registration for the training event.

3. Requests to attend training that require registration fees or travel expenses must be submitted through the member's chain-of-command at least 30-days in advance of the training event.
4. Notifications for member assignment to mandatory training events or classes will be made to the member no later than one full 3-day cycle in advance.
5. The member may be required to share information obtained through attendance at compensable training events through: verbal briefing, written report, shared notes, or presentation.

ORDERED:



EMS Chief

01/31/2018

Date