

	<b>Department of Public Safety</b>	
	<b>Standard Operating Guidelines</b>	
	<b>Subject:</b>	Professional Development
	<b>Section:</b>	Administration
	<b>Guideline Number:</b>	220
	<b>Effective Date:</b>	December 9, 2011
	<b>Revised Date:</b>	October 1, 2024
<b>Signature of Approval:</b>	Charles R. Pruitt Director of Public Safety 	

**PURPOSE**

To establish standards for personnel requesting participation in training programs and/or classes.

**SCOPE**

This applies to all uniformed members of the Department.

**CONTENT**

In an effort to provide a fair and consistent evaluation of training program requests the following changes will take place.

1. Training Programs and/or Other Courses:

- The Professional Development Course Request will be submitted for ALL training programs other than an in-service or required Department training. The request form must be submitted a minimum of 3 weeks in advance of the class.
- The form will be submitted to the Battalion Chief and Director for final approval.
- Acceptance of your request will depend on several factors including but not limited to: direct benefit to the Department and/or County, benefit to the employee, funding, cost, staffing, length of service, and history of participation/completion of courses, current rank and responsibilities.
- All requests to cancel a training request or be removed from a course roster must be submitted a minimum of 7 calendar days prior to the start of the class.
- The Department reserves the right to charge a deposit fee for class registration for those who have a questionable class attendance history, at the direction of the Director.
- After completion of the course or program a copy of your certificate or attendance record must be sent to the office.

2. Temporary Duty Assignment (TDA):

- TDA shall be granted by the Director or designee for attendance at course work on a case-by-case basis with the purpose of enhancing a function of the department, not an individual.
- Personnel approved to take a course during regular work hours may be assigned TDA pending leave availability and the relevance to their job description.

3. Personnel wishing to take a class on a scheduled work day shall be on approved leave.

#### 4. Tidewater Community College Paramedic Program:

Although participation in this program is voluntary, the direct benefit to the County is obvious. In order to provide an opportunity for all employees to take this program, the following condition will be set forth.

- DPS may pay for three uniformed staff members to begin annually to attend the program.
- This option will only be open to employees who have completed their probationary period.
- This is to include: books, vehicle, exam fees, and compensated time for class time
- The employee will be responsible for any clinical time needed.
- An Educational Contract will be in place. All terms must be followed.
- This option is not designed to restrict those employees who wish to take the program on their own time. If an employee wishes to take the program on their own time the request will be reviewed as indicated in section one above.
- Employees interested in participation in this program should submit a memorandum of interest to your Battalion Chief. Request will only be accepted during the month of January and will not carry forward to the next calendar year.

#### Selection Criteria:

- Prior Department Sponsorship - Members who are currently enrolled and those whom have not received prior Department sponsorship in ALS program will receive first priority. If an employee has received prior sponsorship and has fulfilled ALL requirements of their contract, they will remain eligible (lower priority) for program participation.
- Seniority - Members will be prioritized based upon years of service with Department of Public Safety. Higher priority will be given to those with greater seniority. Full-time employment start date will be utilized for determining seniority.
- If two employees have same seniority; selection will incorporate employee's most recent performance evaluation with the Director making final selection.

Compensated Courses:

	Recruit Fire Medic	Fire Medic I	Fire Medic I (EMS or FIRE)	Fire Medic II	Captain	Battalion Chief
CPR	*	*	*	*	*	*
EVOC	*	*	*	*	*	*
EMT-B	*					
Enhanced Paramedic	*					
ACLS			* (EMS)	*	*	*
ITLS						
PALS			* (EMS)	*	*	*
Firefighter I	*					
Firefighter II	*					
Fire Instructor I						
Fire Instructor II						*
Fire Officer I						
Fire Officer II						*
DPO						
Hazmat Ops	*					
ITR – Module II						
ICS 300					*	*
ICS 400						*
MCI – Level I					*	*
Safety Officer					*	*
Hazmat Tech	Hazmat monthly CE training for all Hazmat Technicians.					