

	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Policy	F101
	Authorized by:  Fire Chief Chris Barron	Effective: 5/31/2017 Rescinds: N/A Reference: AFD F101 Application: All Uniform Members
PARTICIPATION IN DEPARTMENT TRAINING		

I. Purpose

This document is intended to establish expectations and requirements for members while participating in training exercises and enrolled in training classes or programs. It is also designed to define the role of Training Instructors at these events.

II. Background

In the past, some misunderstandings have occurred regarding participation in training exercises and programs. Some personnel have held the mistaken belief that issues such as being on trade, previous participation in an exercise, employment with another agency, actual or perceived expertise, weather conditions, or personal preferences would exempt them from training exercises or programs.

III. Policy

- A. **Crew participation.** All on duty personnel engage in a training exercise of or program are expected to participate fully. On duty personnel is all-inclusive of all personnel assigned to apparatus. This will include part time members and volunteers that are riding in excess of 4 person staffing.
 - 1. **Other participants.** Other members that are attending a training exercise or program off duty may elect to do so as an observer. However, depending on the nature of the training, the observing member may not receive credit or only partial credit for the training. Credit for the training will at the discretion of the lead instructor.
- B. **Ability to participate.** Being on duty creates an assumption that the member is ready and capable of performing all job functions. If a member reports to a training site too ill or injured to fully participate in training, the member shall report off with PTO leave for the remainder of the current shift.
- C. **Conditions not exempt from participation.** Working a trade, individual rank, participation on a previous occasion, or personal preference do not exempt personnel from participation in training exercises or programs.
- D. **Instructor authority.** During a training activity or program, all involved personnel are under the direction of the instructors conducting the training.

1. **Notice to participants.** Training personnel should make every effort to advise personnel when the exercise or program could damage clothing or require specific dress or equipment. Failure to receive notice does not exempt personnel from participation. It is advisable to keep old tennis shoes and a change of clothing at the station.
 2. **Horseplay.** To help ensure safety, there should be no horseplay during training exercises.
- E. **Continuing Education.** MFR subscribes to an online continuing education program for fire and medical CE through the Austin Fire Department and Austin Community College's Blackboard platform. This program operates on the college's semester schedule with CE classes offered in the spring, summer and fall. All certified personnel are expected to fully participate in the CE program and to complete posted CE classes before the semester deadlines.
- F. **Other assigned training.** Periodically, the Department may conduct training programs or sponsor programs within the organization. Personnel may be assigned to these programs as a part of their professional development or be given an opportunity to volunteer to participate. Once enrolled in a training program, full participation is expected in accordance with this document.
- G. **Completion of training.** Members that attend, are assigned to, or volunteer for training classes or programs are expected to successfully complete the training. If the class is designed to qualify the member for a certificate or certification, the member is expected to complete all requirements and receive the certificate or certification. This would include filing any paperwork and taking any exams needed in order to receive the certificate or certification.
- H. **Expenses incurred.** Should a member participate in a department training program that incurs cost to the department for items such as tuition, registration fees, or outside instructor costs; the member may be held financially responsible for failure to successfully complete the training or receive an associated certificate or certification. The conditions of policy F301, section III.E.1-2 will apply.