



# City of Winter Park Fire-Rescue Standard Operating Guideline

# 430.03

**Title: Professional Development  
Training**

**Original Date Issued: December 6<sup>th</sup>, 2005  
Date Last Revised: October 5<sup>th</sup>, 2010  
Revision Number: I  
Total Pages: 2**

**Purpose:** To establish a guideline to require a minimum level of professional development training for members of the department's staff officers.

**Scope:** In order to maintain a quality management team, the fire department will require those employees listed in this guideline to attend, and or otherwise successfully complete, annual professional development training. Authority to deviate from this guideline must come directly from the FIRE CHIEF.

**General:** Each employee listed below will be required to attend a minimum of 40 hours of training annually pre-approved by the FIRE CHIEF. Each employee will be required to complete the training during their evaluation period beginning with the 1998 calendar year. Those individuals promoted into staff positions will be required to complete this training as part of their evaluation period.

Direction as to the specific area a particular employee should concentrate their professional development on should be indicated by the supervisor during the evaluation period. The Fire Chief and the Deputy Fire Chief may also act as consultants for the direction of each employee's professional development options.

Professional development training requests must be forwarded though the chain-of-command to the FIRE CHIEF for approval in accordance with existing CITY POLICY. Existing training requests forms should be used and routed through the proper channels.

## **430.03.01. Participation**

Those employees required to annually complete, 40 Hours of approved professional development training are:

FIRE CHIEF  
DEPUTY FIRE CHIEF  
DIVISION CHIEF  
BATTALION CHIEF (3)

## FIRE MARSHAL

Lieutenants are encouraged to attend management related professional development training. However, this guideline does not require their participation.

### **430.03.02. Compensation**

The City will make every effort to compensate the employee for their attendance at approved professional development programs. The level of compensation will be noted on the request form when it is returned to the employee.

Compensation may include, but is not limited to, course registration, books, fees, travel, lodging and meals. Total annual compensation by the City will be limited to the amount budgeted for employee development within the Fire Department.

Courses/Classes that are considered for this program which are also covered by the City's educational reimbursement policy will be compensated per the City's policy.



A handwritten signature in black ink, appearing to read 'James E. White'. The signature is fluid and cursive, with a horizontal line underneath it.

James E. White  
Chief of Department