



Charles County Department of Emergency Services
STANDARD OPERATING PROCEDURES

Section 102 - Training

102.00 - Training		
S.O.P. # 102.05	Departmental Training	PAGE: 1 OF 2
EFFECTIVE: 07/01/01	Authorized: John Filer, Chief	
REVISED: 09/01/19	Authorized: William Stephens, Director	

102.05.01 Purpose

To establish the guidelines and general procedures for requesting and reimbursement of training for personnel.

102.05.02 Relevant References

1. SOP 100.29 - Travel Authorization
2. SOP 100.30 - Expense Reimbursement
3. Charles County Policy and Procedures Manual, Chapter Twenty-One (21): Expense Reimbursements, Travel Requests and Advances

102.05.03 Policy

1. Personnel from the Department of Emergency Services will maintain the minimum standard of certifications considered necessary to perform their job and duties as set forth by their specific Division.
2. Courses and/or certifications necessary for current employment to the job function will be eligible for reimbursement through the procedures set forth in this SOP.
3. Compensation for attendance in courses that are necessary and/or mandatory will be paid at the appropriate rate per the Charles County Policy and Procedures Manual, Chapter Five (5).
4. Courses that are not necessary and/or mandatory for the employee's essential job duties and function yet enhance the performance and knowledge base of the employee, may be attended at the employee's discretion without compensation.
5. Expenditures for courses taken may be reimbursed or paid in advance with prior approval of course attendance by the Training Officer. Reimbursable expenditures include but are not limited to text books, mileage, meals, lodging and registration. Compensation for lodging and meals are paid in accordance with the current GSA travel schedule.
6. In accordance with established County policy, all out-of-state travel and any training over one thousand dollars (\$1,000) must be submitted two (2) months prior to the course start date and must be approved by the Director and County Administrator.



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7. Employees that are scheduled to work directly prior to the start of training will be responsible for arriving to class on time and well rested. It is recommended but not required that employees find early relief for their shift or take leave for part or all of the shift.
8. Employees are expected to complete mandatory online curriculum of approved training on duty if they are assigned to stations with a Unit Hour Utilization (UHU) of .19 and below. Personnel assigned to stations with a UHU of .20 and above may be compensated for hours spent completing the mandatory online curriculum of an approved course outside of their normal hours worked. The UHU of an assigned station may be verified through the Training Officer.
9. The Department of Emergency Services reserves the right to deny course attendance to any employee whose shift may be left uncovered or vacant should they be allowed to attend their requested course. Adequate coverage for minimum staffing must be present in order for anyone to attend training.
10. If a request is denied at any point in the process, the person denying the request will record his or her reasoning for the denial on the form and return the request to the employee who submitted the request.
11. The employee is expected to conduct themselves as a professional during the attendance of approved training.
12. If an employee is being compensated for training, the employee shall be in an approved uniform. If the hosting facility requests certain attire the employee must notify the Training Officer of the request.

102.05.04 Procedure

1. Personnel requesting to attend training must submit an electronic Training Request Form as well as all related course material/s and cost estimates to their immediate supervisor or designee at least one (1) month prior to the date of training. Training requests submitted less than a month prior to the start of the class will be considered on a case by case basis.
2. The supervisor will forward the training request and all related materials to the Training Officer within a week of receipt of request.
3. If the course falls into the category which requires County Administrator approval, then refer to 102.05.03 (6).
4. If the employee is scheduled to work during the training hours, a time off request or shift trade request shall be submitted through SNAP schedule in accordance with departmental SOPs.
5. After a review of the employee's request for training by the Training Officer, the employee will be notified in writing as to the outcome of their request within one (1) business week of submittal. This timeframe may be extended if the training requires approval by the County Administrator.
6. If expenses from training are to be reimbursed, the employee must maintain all receipts and remit them with a completed Expense Reimbursement Form. The form must be submitted no later than one (1) business week from the training completion date to Training Officer or DES administrative specialist.
7. It is the responsibility of the employee to provide copies of their certifications and credentials earned to the Training Officer within one (1) business week of receiving them.