

CITY OF BEND FIRE & RESCUE
POLICY, PROCEDURE, AND INSTRUCTION

Author:
D.C. Bolen
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Reviewed By:
Reviewed Date:

A. SECTION: Fire Prevention

TITLE: Prevention Education Requests

NUMBER: 1400-003

A. POLICY

- 1) It is the policy of Bend Fire & Rescue to support continuing education and training opportunities for members of the Prevention Division. Continuing education is essential for the maintenance of existing skills and knowledge, as well as for career development and preparing for advancement within the department.
- 2) Training requests shall be submitted to the Deputy Chief of Prevention or their designee by using the online education leave request form located on the Prevention SharePoint site. Requests shall follow the procedures outlined below in this policy and will be approved or denied based on factors including but not limited to available budget, division capacity, and relevance to current/future positions. All request decisions will be at the discretion of the Deputy Chief of Prevention or their designee.
- 3) For the purpose of this policy, members of the Prevention Division are identified as follows:
 - Fire Inspectors
 - Deputy Fire Marshal(s) assigned to the Prevention Division
 - Assistant Fire Marshal
 - Prevention Program Tech
 - Volunteers assigned to the Prevention Division

Deputy Fire Marshals assigned to the Operations Division shall submit education and training requests to their immediate supervisor for consideration.

B. PROCEDURE

- 1) Training assigned by the Department that members are obligated to attend, unless their absence from the training has been approved by the Department, is considered mandatory training. For mandatory training, any overtime earned will be earned per the overtime rules in the Collective Bargaining Agreement (CBA).
- 2) Study time associated with training and any free time before, during, or after training shall not be compensable for either mandatory or voluntary training assignments, unless an exception is granted by the Deputy Chief of Prevention in advance.
- 3) Training authorized by the Department which an employee has the option to attend is considered voluntary training. For voluntary training, any hours spent at training

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during a member's normal work schedule will be paid at straight time per the CBA. Time spent travelling to or from training is not considered compensable outside of normal working hours in terms of this provision.

4) Local Training (within fifty road miles of Admin)

For local training members will be granted leave by the Deputy Chief of Prevention to allow for safe travel to and from the training site. A department vehicle will be provided for travel to and from the training site.

Members who are scheduled to work the day of an approved training will be released from work in sufficient time to travel and arrive at their destination up to 1-hour prior to the start of training.

For local training which ends prior to 1300 hours on a regularly scheduled workday, members shall return to work for the remainder of their scheduled workday.

For local trainings ending after 1300 hours members shall be granted the remainder of their workday off, upon request, with compensation for rest.

Per diem for one-day, local training during normal working hours will typically not be approved. For training outside of normal working hours/days, per diem may be requested for lunch only.

5) Out-of-Town Training (beyond fifty road miles of Admin)

For out-of-town training members will be granted leave by the Deputy Chief of Prevention to allow for safe travel to the training site.

A department vehicle will be provided for travel to and from the training site or airport and the department will provide fuel via authorized fuel card use or reimbursement for fuel if no card-lock facilities are available. Receipts for fuel must be submitted to the Purchasing Coordinator upon return for reimbursement per City of Bend policy.

If going out of town for training for more than one (1) day, employees who are scheduled to work the day before will be released from work in sufficient time to travel and arrive at their destination by 2100 hours.

For out-of-town training that ends on a regular workday members will be given the remainder of the workday off upon returning to Bend for rest.

Study time associated with training and any free time before, during, or after training shall not be compensable for either mandatory or voluntary training assignments, unless an exception is granted by the Deputy Chief of Prevention in advance.

6) Procedure for Education and Training Requests

- An Educational Opportunity Request (EOR) Form shall be submitted to the Deputy Chief of Prevention via the Prevention SharePoint page.

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- ♦ **Local training requests** shall be submitted no later than three (3) business days prior to the start of the requested training.
- ♦ **Out-of-town training requests** shall be submitted no later than fifteen (15) business days prior to the start of the requested training.
- ♦ In extraordinary circumstances, the Deputy Chief of Prevention may approve training requests which fall outside of these guidelines.
- All pertinent information for the training should be included in the original EOR form. Failure to provide all cost estimates may result in a delay in approval or the denial of the request. This information should include:
 - ♦ The course name and any associated documentation or description
 - ♦ The course location
 - ♦ Travel requirements & costs
 - ♦ Training and associated costs
 - ♦ Lodging estimation (price out beforehand)
 - ♦ Per Diem, if requested
 - ♦ Any time off needed for attendance
- The Deputy Chief will review the request and either approve or deny the request.

C. DEFINITIONS

- 1) For the purpose of this policy the following definitions are provided to clarify the language above:
 - Training – Training is a catch-all word which can represent local or out-of-town classes, courses, seminars, conferences, conventions, continuing education, or any other session which provides a benefit to both the member and the Prevention Division and/or the community of Bend.
 - Leave – Regularly scheduled work hours which may be granted for the attendance of training.
 - Members – Refers to members of the Prevention Division who report to the Deputy Chief of Prevention or the Assistant Fire Marshal directly.
 - Mandatory Training – Training which is required of a member by the Department. All other training requests are considered voluntary.