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Issued by:

Guideline Number: Section 2-4

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### Section 2-4: In-County Training Requests

**Purpose:** This guideline is to assist firefighters with obtaining local level training courses. It will also guides the required annual and bi-annual training requirements.


#### Guideline:

##### 1. Course Selection:

- A. When a firefighter is considering a training opportunity, he/she should first consult the Adams County Training schedule to see if the class is being offered locally. ([www.acvesa.org](http://www.acvesa.org))
- B. If the class is not being offered in Adams County then the York County Fire School ([www.yorkcountfireschool.org](http://www.yorkcountfireschool.org)) course schedule should be checked. Harrisburg Area Community College ([www.HACC.edu](http://www.HACC.edu)) or Bucks County Community College ([www.bucks.edu](http://www.bucks.edu)) may also be checked. Courses can also be found at the Pennsylvania State Fire Academy ([osfc.pa.gov](http://osfc.pa.gov)).
- C. The objective is to utilize local level training classes first. This will ensure the proper student enrollment levels for local level training, as well as keep travel cost to a minimum.

##### 2. Application Process:


- A. When a firefighter selects a course that he/ she wishes to attend through the above mentioned institutions, a training request form and an enrollment application must be completed and submitted to the Training Officer or Chief Officer for approval.

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- B. Once the request has been approved by the Training Officer or Chief Officer, it will then be sent to the appropriate institution for class enrollment.
- C. If there is a cost associated with attending the class, the application must be submitted in accordance with the guideline for Out of Area Training and Official Department Business Accommodations (SOG Section 2-5)

3. Travel Arrangements:

- A. Once the application has been approved, the applicant is able to request permission to use a fire department vehicle for travel to the class.
- B. Approval for using a fire department vehicle will be based on:
  - I. Member eligibility on operating the vehicle.
  - II. Service needs.
  - III. Relevancy of apparatus in reference to course needs or training material.
- C. If the request for a fire department vehicle is denied or unavailable, then the applicant should drive their own vehicle. The applicant will not be reimbursed for fuel cost to local training.
- D. Apparatus shall be fueled and washed by members using the vehicle upon returning from training.

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4. Completion of the course:

- A. Upon completion of the course, it is the responsibility of the member to provide at least 2 copies of the certificate/ certification to the department. One copy is to be distributed to the following as applicable:
  - I. Individual in charge of training records management.
  - II. The Treasurer for verification of attendance and Relief Association audit.
  - III. Individual in charge of any grants tied to the individual or course (as applicable).