

Training Request Procedure

Objective:

The primary goal of this policy is to establish a systematic approach for approving, and coordinating training requests within the fire department.

Submission of Training Requests:

The fire department personnel seeking an outside training opportunity should communicate the interest for the potential training to their direct supervisor. If supervisor is station captain, they will advise Battalion Chief of request. A training request must then be submitted through the designated form on CrewSense. Providing detailed information on the proposed training, type of training, potential dates, and any other applicable paperwork.

Review Process:

The Training Officer shall review each request, considering its relevance to departmental goals, alignment with current training priorities, and available resources. Requests will be evaluated based on merit, applicability, and potential impact on departmental performance.

Approval Criteria

Approval will be granted based on the following criteria:

- a. Alignment with departmental priorities and objectives.
- b. Relevance to current industry standards and best practices.
- c. Availability of resources, including personnel, facilities, and budget.

Notification of Approval and Pre-training Procedures:

Upon approval, the Training Officer will notify the requesting party and coordinate further details, including scheduling, logistics, and any additional requirements. The Lehi City Travel Authorization Form (located on CrewSense) will be completed and turned in to Fire Department Administrative Assistant.

Training Execution

The Training Officer, in collaboration with relevant personnel, will oversee the execution of approved training sessions. Participants must actively engage and provide feedback for continuous improvement.

Feedback and Evaluation

Following the completion of training, participants will meet with Training Division on potential department level trainings taught by the participant based on training that was attended. Participants will provide feedback about training. The Training Officer will use this feedback to evaluate the effectiveness of the training and make necessary adjustments for future sessions.

Denied Requests

If a training request is denied, the Training Officer will communicate the reasons for denial to the requester and, if applicable, provide guidance on how to modify the request for future consideration.

By adhering to this policy, the fire department aims to enhance the skills, knowledge, and overall preparedness of its personnel, contributing to a safer and more effective emergency response.