

	<b>Lower Providence Emergency Medical Service Standard Operating Guidelines</b>	
	<b>Subject:</b> <i>Training-</i> Organizational Training	<b>SOG #200-001</b>
		<b>Initiated:</b> September 2023
<b>Approved:</b> Chief Christopher J. Reynolds	<b>Revised:</b> N/A	

**Description:** This SOG will outline the training requirements and process for members of LPEMS; to maintain a high level of skill and professionalism in consistency with the mission of the organization.

**Purpose:** The purpose of this SOG is to establish a process that all Lower Providence EMS members understand and acknowledge regarding organizational training.

**Procedure:**

1. Members of LPEMS will maintain at least the minimum standard of certification considered necessary to perform their position and duties as set forth by SOG 200-004.
2. Courses and/or certifications necessary to maintain the job function may be eligible for reimbursement through the procedures set forth in this SOG.
3. Compensation for attendance in courses that are necessary and/or mandatory may be paid at the members regular pay rate, per LPEMS Procedures.
4. Courses that are not necessary and/or mandatory for the members essential position duties and function yet enhance the performance and knowledge base of the member, may be attended at the members' discretion without compensation.
  - a. Full-Time and Permanent PT Members may be eligible for reimbursement with prior approval of the Chief.
5. Expenditures for courses taken may be reimbursed or paid in advance with prior approval of the Chief.
  - a. Reimbursable expenditures include but are not limited to textbooks, mileage, meals, lodging and registration.
  - b. Compensation for lodging and meals are paid in accordance with the current GSA travel schedule.
6. 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 Chief.
7. Members that are scheduled to work directly prior to the start of training will be responsible for arriving to class on time and well rested.
  - a. It is recommended but not required that members find early relief for their shift or take PTO for part or all their shift.
8. The organization reserves the right to deny course attendance to any member 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 for anyone to attend training.

9. Members are expected to conduct themselves in a professional manner during any training class.

10. If a member is being compensated for training, the member shall comply with the LPEMS uniform procedure.

a. If the hosting facility requests certain attire the member must comply.

