



Craig A. Haigh
Fire Chief

Original 1 / 29 / 2009

Chapter: 400

Section: 001

Update ____ / ____ / ____

Approved By:

C.A. Haigh, Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Operating Guideline

TRANSPORTATION POLICY

Purpose

This Standard Operating Guideline provides the procedures for utilizing department provided transportation to and/or from department sponsored events.

Scope

This guideline shall apply to all members of the department at all times. Any provision in this guideline in conflict with a collective bargaining agreement shall be controlled by the agreement.

1. General Procedure

- 1.1. It is the policy of the department to provide transportation for any employee who is attending a fire department sponsored event if a vehicle is available.
- 1.2. Only employees directed or approved to attend will be eligible for department transportation. The advertising, posting or the pass-on of information by itself does not constitute a sponsored event or approval to attend.
- 1.3. When an employee requests department transportation, he/she shall notify the Battalion Chief of Training as soon as practicable.
- 1.4. The Battalion Chief of Training shall be responsible for issuing or assigning available department vehicles for outside transportation. If no department vehicles are available, the Battalion Chief of Training may request a suitable size and type of vehicle from Fleet Services.
- 1.5. All vehicles used for fire department transportation shall be returned cleaned and refueled.
- 1.6. Vehicles received from Fleet Services with no fuel key should be left at Fleet Services with a follow-up telephone message indicating why the vehicle was not fueled.
- 1.7. No Village vehicle may be taken home or left at an employee's residence overnight without permission of the Fire Chief or designee.
- 1.8. All transportation cash expenses shall be reimbursed at cost. No I-PASS or credit cards shall be issued.
- 1.9. The Village's Personnel Rules and Regulations shall be followed regarding travel and travel expense reimbursement.

2. Transportation To or From Home

- 2.1. Transportation from the employee's home to either fire station shall be the responsibility of the employee and not eligible for department transportation.



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2.2. Transportation from the employee's home to a department sponsored event utilizing the employee's private vehicle shall be paid using standard mileage calculations and only when prior arrangements have been made and with the approval of the Fire Chief. No extra pay or allowance shall be made for transporting firefighter turnout gear or other fire department owned equipment.

3. Transportation To or From Training

3.1. Transportation to and from training academies may be provided by the fire department and all employees attending the same academy class shall ride together unless approved by the battalion Chief of Training.

3.2. The Battalion Chief of Training shall ensure that sufficient seats and seatbelts are available and that all equipment and gear is transported safely.

3.3. Transportation to the National Fire Academy shall be by FEMA reimbursement only. No additional funds shall be paid for alternate methods of transportation or extended stays.

4. Transportation To and From Airports

4.1. Whenever possible the employee should schedule flights from O'Hare International Airport (ORD).

4.2. The employee scheduling a flight shall notify the Battalion Chief of Training as soon as practicable after the flight is confirmed.

4.3. Employees shall call and confirm return-flight information prior to boarding for return trips.

4.4. The Battalion Chief of Training may arrange for a fire department member to drive the employee to and/or from the fire station, or the employee's home, in the following order: On-duty staff member if fully staffed, off-duty part-time employee, limousine service, commercial taxi from approved list.

5. General Provisions

5.1. Employees should car pool whenever possible.

5.2. If an emergency occurs while operating a village-owned vehicle the Fleet Services Department should be notified immediately. In case of accidents, notify the Police Department prior to notifying Fleet.

5.3. Employees must always wear seatbelts and drivers must always obey all rules of the road.

5.4. In the absence of the Battalion Chief of Training, the employee should seek assistance from the shift Battalion Chief.

5.5. Transportation of an employee to or from a department event by a family member or friend will not receive mileage reimbursement.



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TRAINING POLICY

Purpose

To establish standards for required education and certifications for all employees of the Hanover Park Fire Department.

To establish requirements for maintaining skills through scheduled monthly drills and training on core skills and knowledge of firefighting, rescue, hazardous materials, and emergency medical services.

Scope

This policy shall apply to all members of the Hanover Park Fire Department.

It is the policy of the Hanover Park Fire Department to have all of its employees certified to certain levels as set forth by the Fire Chief and the Village of Hanover Park. The required certification of a full time employee are Firefighter II and Paramedic certification. Requirements for part time employees are Firefighter II and EMT-B certifications.

1. Authority

- 1.1 The Fire Chief or his/her designee shall have the authority to establish minimum requirements for the number of training hours needed for the employees of the Hanover Park Fire Department. These requirements shall not conflict with any collective bargaining agreements.
- 1.2 The Training Officer is responsible for the overall administration and management of the Department's Training Division. Through working with the Shift Commanders and Company Officers, the Training Officer or his/her designee is to develop and implement a comprehensive training plan that meets the needs, goals, and mission of the Hanover Park Fire Department. The Training Officer has the overall responsibility and accountability to ensure that department training activities are current and consistent with applicable standards, regulations, and practices.
- 1.3 The Training Officer or his/her designee shall have the authority to select employees to attend outside training classes such as Office of the State Fire Marshall certification classes. Employees shall be chosen to attend such classes based on department need.

2. Responsibilities

- 2.1 It is the responsibility of the Training Officers to monitor the department training programs for compliance with all applicable policies, standards and regulations.
- 2.2 The Shift Commanders and Company Officers shall be responsible to implement the monthly training schedule. They shall participate in and monitor the schedule for each duty day to ensure the training objectives are met. The Shift Commander or his/her designee shall document the training session into the Departments training records.
- 2.3 Full time employees shall be responsible for maintaining a minimum of 20 hours of training for each month. Each employee must meet the yearly continuing education requirement for their



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paramedic license as set forth by the Illinois Department of Public Health and the Greater Elgin Area EMS System.

- 2.4 Part time employees shall be responsible for maintaining a minimum of 9 hours of training for each month. Each employee must meet the yearly continuing education requirements for their paramedic, field RN, or EMT-B license as set forth by the Illinois Department of Public Health and the Greater Elgin Area EMS system and as provided in the collective bargaining agreement.
- 2.5 Any employee that is a member of a specialty team (Hazardous Materials, TRS, Investigator) is responsible for maintaining any required monthly or yearly training for that specialty position.



HANOVER PARK FIRE DEPARTMENT

Training Policies and Procedures

Approved By:

C.A. Haigh, Fire Chief

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Fire Chief

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Update

Training Program

Purpose

The Hanover Park Fire Department's mission is to maintain the highest level of training for its members. To that end this policy provides direction as to the responsibilities of each rank within the fire department and responsibility for documentation.

Scope

This policy is applicable to all fire department members and shall apply unless otherwise prohibited by law or contract.

1. Roles and Responsibilities

1.1. Training Chief

- 1.1.1. The Training Chief is the Chief Officer who oversees training. The Training Chief shall report to the Assistant Chief.
- 1.1.2. The Training Chief is responsible for the overall administration and management of the Department's Training Division.
- 1.1.3. Through working with the staff and line officers, the Training Chief is to develop and implement comprehensive training plans.
- 1.1.4. The Training Chief has the overall responsibility and accountability to ensure that the Department's training activities are current and consistent with applicable standards and practices.
- 1.1.5. The Training Chief shall assist in the coordination, presentation, and evaluation of specific department level training sessions.
- 1.1.6. The Training Chief shall be responsible for the training budget preparations.
- 1.1.7. The Training Chief shall submit reports as may be required by the Fire Chief.

1.2. Training Coordinator/Assistant Coordinator

- 1.2.1. The Training Coordinator/Assistant Training Coordinator shall be responsible for completing the monthly training calendar and selection of Instructors.
- 1.2.2. The Training Coordinator/Assistant Training Coordinator are responsible for preparing lesson plans for all scheduled training sessions and ensuring that needed materials are available.
- 1.2.3. The Training Coordinator/Assistant Training Coordinator shall be responsible for assigned program management and report directly to the Training Chief.



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1.3. Shift Battalion Chief

- 1.3.1. Each Shift Battalion Chief is responsible for administering and monitoring the department training plan within their assigned shift. This includes assisting in the coordination, presentation, and evaluation of department training sessions.
- 1.3.2. The Shift Battalion Chief shall make every attempt to attend high risk training events, training events based on procedural operations where the presence is needed to simulate operations and any other training event to assist in the evaluation of member performance.
- 1.3.3. Through periodic evaluation of companies and/or individuals during training and emergency operations, the Shift Battalion Chief is responsible for identifying training deficiencies and providing recommendations to the Training Chief regarding specific training needs of their shift.

1.4. Company Officers/Acting Company Officers

- 1.4.1. The Company Officer is the key to the Department's training program. They are the individuals most responsible for the training and readiness of their personnel.
- 1.4.2. The Company Officer is required to complete each daily training assignment and submit all necessary documentation, including training reports and skills checklists.
- 1.4.3. The Company Officers are to coordinate the various daily company activities so that the training assignments are completed. They are responsible for coordinating company level training so that all members receive the training regardless of time off, vacations, Kelly Days, etc.
- 1.4.4. The monthly training assignments represent the minimum of what must be done. The Officer is not limited to this, as each individual has strengths and weaknesses which must be addressed by the Company Officer.
- 1.4.5. It is the Company Officers responsibility to improve the performance of the personnel assigned to him or her.
- 1.4.6. It is the Company Officer's responsibility to foster an environment that encourages their company towards continuous improvement.
- 1.4.7. The Company Officer is responsible for the safety of their personnel while training.
- 1.4.8. The Company Officers is responsible for maintaining the licensure and certifications required of their position.

1.5. Instructor

- 1.5.1. The Instructor is the designated person who is responsible for the overall delivery of a specific lesson plan or training objective.
- 1.5.2. All resources assigned to the training session are under the responsibility of the assigned Instructor; including apparatus, facilities, and equipment.
- 1.5.3. The use of all required and best practice safety procedures throughout the training session will be the responsibility of the assigned Instructor.



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- 1.5.4. All Instructors are responsible for assisting the assigned Instructor at any high risk training event where it is determined that additional instructors are needed. This may be for safety, accountability, or reduction in the student to instructor ratio.

1.6. Firefighter

- 1.6.1. Firefighters are expected to maintain a high level of preparedness through regular and individual study. This includes fire, ems, departmental policy changes, and notifying their company officer of their training needs.
- 1.6.2. Firefighters are responsible to participate in an aggressive, safe, and positive manner in all classroom and practical training.
- 1.6.3. Firefighters are responsible for maintaining licensure required of their position.

2. Documentation

- 2.1. The instructor assigned to a specific training activity is responsible for completing and submitting a completed class detail roster to the Training Chief.
- 2.2. The Company Officer is responsible for ensuring that all skills checklists that may be required as part of a training assignment are completed and submitted to the Training Officer.
- 2.3. Individual training activities such as independent study or online training, etc. the individual is responsible for completing the training report and submitting it to his or her Company Officer for their signature.
- 2.4. Individuals applying for acceptance into a class outside of the department are required to complete and submit, all prerequisite documentation, and a training request form (#702 Appendix A) to the Training Chief prior to attending said course.
- 2.5. Individuals attending outside classes are responsible for completing a training class detail roster and submit it along with a course completion certificate to the Training Chief.

3. Meetings

- 3.1. The Training Chief shall convene a meeting of the Training Division no less than quarterly.
- 3.2. The quarterly meeting shall be scheduled at a time and place decided by the Training Chief.
- 3.3. The meeting shall be for the purpose of identifying training needs, evaluating past training classes, the development of new training classes and any other training related issue.
- 3.4. A report of the activities and discussions during the meeting shall be distributed at the next regularly scheduled monthly Chiefs' meeting



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Outside Training

Purpose

The Hanover Park Fire Department will do its best to allow members to participate in training opportunities through outside schools and academies. The following policy outlines the procedures that are to be utilized in order to facilitate participation in outside training opportunities.

Scope

This policy is applicable to all fire department members and shall apply unless otherwise pre-empted by Village policy or contract. Nothing in this policy shall be deemed to, or intended to be a guarantee of participation in outside training.

1. Procedure

- 1.1. When a class or school becomes available or an employee brings a request for a class, the Training Division will place a notice on the department bulletin board. The notice will list available training and contain the course title, location, dates, costs, and a deadline date for application. If it becomes necessary to extend the deadline the Training Officer will allow a minimum of 3 days extension.
- 1.2. Any member interested in attending a class or school must complete the "Training Request Form" (Form 702) and submit it to the Training Officer.
- 1.3. The Training Officer upon receiving the 702 form will review all completed information, indicate whether shifts impacted are at or above minimum staffing levels, that training meets the needs of the fire department, budget approval, and then approve/disapprove the request as submitted. If the request is approved, copies of the completed forms will be distributed to the requesting member and his/her Battalion Chief with the original remaining in the training office.
- 1.4. In the event that more members apply than allotted the decision to attend will be based on shift/department needs.
- 1.5. When an approved school day falls on a regularly scheduled day for the requesting member the position will be back filled for the hours that the member is away for training. If the course is a forty or forty eight hour program the member will be required to be placed on a school furlough for two shifts. In the event the course is a 2 week program the member will be required to be placed on a two week training furlough.
- 1.6. All tuition, registration fees, and lodging will be covered by the department unless otherwise noted on the training notice. The department will not pay late fees.
- 1.7. Per Diem when there is an overnight stay will be paid at the current per diem rate chart for the continental United States (CONUS) in compliance with the Village's travel policy. The exceptions would be the NFA which requires a meal ticket be purchased. Meal allowance shall be paid pursuant to the Village's travel policy.



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- 1.8. Classes conducted by the National Fire Academy require the student to provide his/her transportation which is reimbursed to the member by the NFA. For all other classes the member shall use a department vehicle whenever available. If no vehicle is available mileage will be paid pursuant to the Village's travel policy.
- 1.9. Upon return from the school detail, the member will submit a copy of course/school completion certificate and all other pertinent documentation to the Training Officer which shall be forwarded to the Human Resource Department.
- 1.10. Once a training request has been approved and processed the member is then responsible to repay the Village for all costs paid by the Village in the event he/she fails to attend and complete the training, unless there is proof of a bonafide emergency beyond the control of the member or is otherwise approved by the Village Fire Chief.

HANOVER PARK FIRE DEPARTMENT

Training Request Form

Name _____	Employee # _____	Shift _____	Date _____
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Course Information

Course Title _____ Sponsored by _____

Course description _____

Prerequisites for course _____ Have they been met? Yes No

Course Location _____ Registration Deadline _____

Date(s) _____ to _____ Time _____ to _____

Travel required Yes No Overnight stay required Yes No

Fees \$ _____ include: Registration Text Meals Lodging

Fees to be paid by: Department Reimbursement Employee Other _____

(If paid, or reimbursed by Department, complete expense section below.)

Scheduling Information

Class time will be: On duty Released from duty Furlough Duty trade Employee's own

If On/Released from duty, Shift Officer's approval _____

If Duty trade, signature of replacing employee _____

If furlough, to begin on _____ and return to shift on _____

Expenses to be paid by Department

Registration \$ _____ Texts \$ _____ Other \$ _____ Total \$ _____

Travel Auto _____ miles x _____ per mile Other \$ _____ Total \$ _____

Hotel Number of days _____ x _____ per day Total \$ _____

Meals Breakfast Lunch Dinner x _____ days Total \$ _____

Total paid by Department \$ _____

Training Division approval _____ Date _____

Fire Chief approval _____ Date _____