



# CHARLOTTESVILLE - ALBEMARLE RESCUE SQUAD



## STANDARD OPERATING GUIDELINE

<b>TOPIC: Training</b>	<b>S.O.P. # 1.14</b>
Approved by: Lair D. Haugh, Chief	Revised: 2/9/2003 Approved:

### I. PURPOSE

- a. To provide a uniform guideline for the make-up of missed training meetings.

### II. REQUIREMENTS

- a. Each active member is expected to attend the monthly business meeting and EMS training. The training is delivered immediately following the monthly business meeting.
- b. Alternate training is allowed for those members unable to attend the regular monthly training meeting because of work or rescue squad obligations, or who attend the daylight ALS training meeting.
  - i. The only acceptable alternate training is review of the videotape of the missed training meeting.
  - ii. Those attending the daylight ALS training meeting responsible for review of the business portion of the tape only.

### III. PROCEDURE

- a. Those attending the regular monthly business meeting and training should sign their name to the roster at the beginning of the training. This roster serves as the official record for the Secretary to track meeting attendance.
- b. All requests for alternate training approval shall be submitted to the Secretary prior to 1930 hours on the night of the training meeting.
  - i. All requests for alternate training shall be approved or disapproved by the Training Officer and/or Secretary. In the event that the request for alternate training is denied, the member will be notified by the Training Officer.
  - ii. Any member who will not be able to attend three (3) consecutive meetings or five (5) in one year as required by the By-Laws and would not be approved for alternate training in accordance with this policy, may apply to the Training Officer for approval to do alternate training. Such application must be submitted prior to the training meetings that will be missed.