



Manhattan Fire Protection District

SOP #: 1007-1	Effective Date: 04/11/14	Revised Date: 07/11/16
Section: Training		
Subject: Return to Work		

PURPOSE:

The purpose of this procedure is to provide a continuous and progressive training program which will enable Fire District personnel to provide the highest level of service to the community and to provide continuous reinforcement and monitoring of the necessary skill and knowledge levels of Fire Department Personnel. The purpose is also to provide training that meets Federal, State, and Local Mandates and to comply with such mandates in the specified time frame.

SCOPE:

This policy is designed to provide a guideline for any member of the Fire District that has been absent from their position due to injury or medical situation. This policy is written under the premise that each case shall be handled on a case by case basis due to the time of year or length of time that a member is off. This policy is written with the sole purpose of reassuring that a member is brought back up to the knowledge and skill that they had prior to being off. This policy is designed to provide a safe guideline for all members of the Manhattan Fire Protection District. Although the nature of the fire service is inherently dangerous, safety shall always remain the top priority.

It shall be noted that any and all schooling or outside training activity must still follow rules set forth by The Manhattan Fire Protection District.

DEFINITIONS:

None

GUIDELINE:

In the event that a member of the District (Firefighter/Company officer) is off for an extended time they will have to complete a series of trainings prior to their return to shift. This time is for completion of any missed trainings, In-service of any new equipment, and review of new and existing SOP's, Policies, etc.

The time line for this policy is as follows:

1. 1 month or less (All above mentioned trainings, etc. will made up on first (2) shifts back to work)
2. 1 -3 months (Member will work 3 (8) hour days to complete all necessary training)
3. Over 3 months (Member will work (1) 40 hour work week to complete all necessary training)

In the event a members schedule does not allow for the 3 (8) hour days or the 40 hour work week, said member shall meet with the Training Officer and Deputy Chief to arrange a timeline and schedule to complete the trainings.



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SAFETY CONSIDERATIONS:

None

SPECIAL CONSIDERATIONS:

It is very important to remember that each employee will have some different training based on what time of year they were off. If an employee is off on injury or medical leave and they choose to complete an assigned online training, then that employee will not be compensated.

Approved By:

Signature: *Daniel Forsythe*

Date: *09/01/2016*