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X. IN-SERVICE TRAINING

A. Description

In-Service Training is the Department's formal classroom training program, conducted on a routinely scheduled basis.

B. Responsibility

The In-Service Training program will be the responsibility of the Training and Safety Division.

C. Purpose

The purpose of the In-Service Training program is to provide the Department and its members with a regularly scheduled curriculum of continuing education classes.

This curriculum will provide the forum for classes mandated by various departmental areas of responsibility. It also provides the forum for other continuing education topics as the Training Division considers appropriate.

D. Attendance

In-Service Training attendance is mandatory for Battalion Chiefs and below. Battalion Chiefs may be excused from some sessions at the discretion of the Training and Safety Officer. Immediate supervisors will be directly responsible for the attendance of assigned personnel. Company Officers are to notify their supervisors anytime a scheduling conflict occurs or there is an expected absence.

Straight-day and light duty personnel must attend In-Service Training. Assigned supervisors will be responsible for their attendance. Every effort shall be made to attend on their assigned day. This will allow for unexpected events.

Personnel not assigned to a permanent station or In-Service Training group must monitor their own attendance. Relief personnel shall notify their supervisor at least two (2) shifts before the last In-Service Training session are presented on their division.

Battalion Chiefs are responsible for providing the necessary relief within their area of jurisdiction, to insure all personnel are given the opportunity to attend each training session.

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When an individual has been absent throughout the entire instruction period, the Battalion Chief will schedule that person for the scheduled make-up session for that training topic.

E. Proper Uniform

All uniformed personnel, on or off duty, must attend IST in regulation Class B uniform. The Class B shirt may be removed only for manipulative drills. Bureau personnel will attend in the appropriate wear.

F. Tardiness

IST starts at 0845 for the A.M. session and 1315 for the P.M. session. Attendance for IST is recorded. Personnel who fail to meet the attendance requirement must justify their tardiness on form FDT-108 (10-92). The IST Instructor will forward the form to the IST Coordinator.

G. Make-Ups

Personnel who fail to attend IST, which includes the makeup sessions, must document their reason and submit it to their Battalion Chief.