

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title:	Outside Seminars, Conferences and Workshops
Policy:	511.00
Purpose:	To provide procedures and criteria for evaluating and approving individuals to attend educational classes.

Policy:

Individuals desiring to attend outside educational activities, and attain reimbursement, should submit a letter of request to their Shift Commander. The letter should contain the following information:

1. Dates, times and cost of the activity (include brochures).
2. How the activity will benefit the individual.
3. How the activity will benefit OCEMS.

The Shift Commander will evaluate each request using the following criteria:

1. Involvement with Department activities (FTO, Bike Team, Water Rescue Team, Public Information activities, etc.).
2. Participation in projects above and beyond what is required.
3. Annual Evaluation scores (>40).
4. No disciplinary action received in the last year.

Once a Shift Commander recommends an individual they will write a letter in support of that individual and forward it to the EMS Chief for a final decision.

If selected to attend the activity, the individual must agree to either write an article describing the activities benefits for the newsletter or give a brief presentation at a scheduled staff meeting.

Each request will receive equal consideration and be ultimately based on available funds.

Accountability and Compliance:

1. It is the responsibility of the employee, Shift Commander and EMS Chief to follow these guidelines to ensure fair application of this policy.

Policy #: 511.00
CAAS: 106.02.02
Author: Bailey
Reviewed: Leadership
Approved: Leadership
Status: Active
Effective Date: 07/30/2016
Revision Date: 07/30/2016