

ANNE ARUNDEL COUNTY FIRE DEPARTMENT BUREAU POLICY & PROCEDURE

	BUREAU			DIVISION			SECTION/ BATTALION (S)	
Operations Bureau			Training & Research					
	TOPIC			SUBJECT			POLICY NUMBER	
Training Registration and Attendance			No-Show Policy			N-1		
	BUREAU CHIEF			AUTHOR			CHIEF OF THE DEPARTMENT	
Reinhold C. Strobel			D/C Keith D. Swindle			Chief John Robert Ray		

The following policy establishes guidelines for personnel who fail to attend training classes for which they register.

First Offense

A letter is sent to the Chairperson of the Volunteer Training Committee. The Training Committee Chairperson will contact the Station Commander, stating that a student failed to appear at the class start. The student will be flagged and given low priority (stand by status) for a period of 6 months. The flag will remain for 6 months unless:

1. The Chief or Training Officer of the student's department sends a letter to the Chairperson of the Volunteer Training Committee or the Logistics Officer of the Training Academy indicating that the department has handled the problem, thus requesting the flag be removed or;
2. The student successfully completes another class of more than 12 hours.

Second Offense

The student is restricted from registering for any class for a period of 1 year. The student's Chief or Training Officer will be notified of the offense. The student may register for a class however; they will automatically be placed at the bottom of the Pre-registration Stand-By list. The request for training **must** be submitted by the student's respective Chief or Company Training Officer.

Third Offense

The student is suspended from registering for any class. A letter is sent to the respective Chief or Company Training Officer of the students department. The student may **not** pre-register or sit for any class without permission of the Chairperson of the Volunteer Training Committee and the Logistics Officer of the Training Academy.

The student will be removed from suspension if they successfully complete a training program of more than 12 hours.

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