

# DEPARTMENT OF FIRE AND RESCUE SERVICES



## GENERAL ORDER

700.05



Originating From	Issue Date	Revision Date	Attachment
<b>Education and Training</b>	<b>02/19/2004</b>	<b>1/5/2009</b>	<b>N/A</b>

**SUBJECT: Training for Retired Members of the Department**  
**APPLICABILITY: All Personnel**

**POLICY:**

In order to provide continued training opportunities for retired members of the Howard County Department of Fire and Rescue Services, the following requirements must be met for each training opportunity.

- 1 Written permission to attend training must be received from the Fire Chief, the County Human Resources Director or the County Administrator.
- 2 Retired members should submit their requests to attend training opportunities using a DFRS Course Request, listing the Deputy Chief of the Education and Training Section and the Fire Chief as their Chain of Command. This request should include:
  - 2.1 Member's name, current address and contact information.
  - 2.2 Training Course Information:
    - 2.2.1 Course Title
    - 2.2.2 Course Date(s)
    - 2.2.3 Course Location
    - 2.2.4 Cost
- 3 An attached or separate letter must also be submitted to the Deputy Chief of the Education and Training Section that outlines:
  - 3.1 Description of the benefits to Howard County Department of Fire and Rescue Services.
  - 3.2 Is training available from other public or private organizations? If so, indicate the organization and the related cost of the training.

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- 4 Retired members who are members of a Howard County Volunteer Corporation must also have the written approval of the Corporation Chief Officer attached. This written approval should indicate the Corporation's willingness to accept full responsibility for the member attending the training.

Approved:

A handwritten signature in cursive script that reads "Joseph A. Herr". The signature is written over a solid horizontal line.

Joseph A. Herr  
Fire Chief