

Cape Elizabeth Fire Department Policy & Procedure Manual

Policy:	Attending Seminars or Training & Reimbursement		
Section:	8.0: Training		
Policy #	8.30	Date Effective:	09-21-1987

Purpose: To establish a policy for attendance and reimbursement for training seminars.

Responsibility: All fire department employees shall be familiar with the following department policies.

Policy:

Effective 9/21/1987 any Department member (Fire/Rescue/WET/F-P) who wishes to attend a seminar or training session and said function is paid wholly or in part by the Town of Cape Elizabeth or and Company of the Fire Department and said function involves and OVERNIGHT stay, then the attending member must be 18 years of age or older for the Department to fund the training. This does not preclude the member from paying for and attending the training on their own but no reimbursement will be made if less than 18 years old.

All personnel who request financial assistance for training shall provide proof of training certificate etc. upon returning from the training event.

Any person who does not attend the training that was paid for by the Town must have an acceptable excuse or will be required to reimburse the Town.