AREA 3 REGIONAL WEAPONS OF MASS DESTRUCTION AND
HAZARDOUS MATERIALS RESPONSE TEAM, INCORPORATED
(hereafter referred to Task Force 3 or TF3)

STANDARD OPERATING GUIDELINES

A3/RWMD/HMRT-SOG-T3

OUTSIDE TRAINING AND TRAINING EXPENSE REIMBURSEMENT

PURPOSE

DIRECTION AND CONTROL ***IF FUNDING IS AVAILABLE***

Authority

These guidelines have been developed and approved by the Board of Directors. The Administrator shall review these procedures as needed, but not less than annually, and submit any changes to the Board of Directors for approval.

Responsibility

The Training Officer is primarily responsible for implementation of these procedures. Responsibility for implementation of these procedures shall fall to the Administrator should the primary not be available.

Maintenance

These procedures shall be effective upon approval of the Board of Directors and shall remain in effect until revised or rescinded.

CONCEPT OF OPERATIONS

RHMRT members mayl be allowed to attend hazardous materials courses offered by other agencies. Request to attend such courses must be submitted in writing and approved by the President, A3/RWMD/HMRT. Request will be submitted using A3/RWMD/HMRT Form T3, Training Request. Such courses must be a hazardous materials course that will improve the response capability of the A3/RWMD/HMRT member and A3/RWMD/HMRT. Approval will be made by the Board of Directors based on the availability of funds,

For courses that are conducted outside of A3/RWMD/HMRT's normal operating area and in excess of 40 miles from the A3/RWMD/HMRT member's home, reimbursement for training expenses shall be based upon the following:

- State milage rate. If more than one A3/RWMD/HMRT member will attend the same course, car-pooling must be utilized. Travel expenses will be paid to the vehicle owner.
- All tuition expenses may be paid.
- Lodging expenses will be paid. Students will make their own motel reservation at a moderately priced motel in the area of the training.
- Meals will be reimbursed per state rate(receipts are required

IF FUNDING IS AVAILABLE…Training expenses will be made on a reimbursement basis. Members must obtain and return all receipts (meals and lodging) to the administrator within five (5) days of their return. Members must also provide a copy of a training certificate or course completion certificate upon return. Certificates will be place in the

individuals training file.

IF FUNDING IS NOT AVAILABLE, THERE WILL BE NO REIMBURSEMENT.

IV. ATTACHMENT

1. A3/RWMD/HMRT Form T1 - Training Request

1. APPROVAL

_____ _____

President, A3/RWMD/HMRT, Inc. Date

Adopted 12/2009

RHMRT MEMBER NAME:	
ADDRESS:	
PHONE:	CLASSIFICATION LEVEL:
COURSE TITLE:	
DATE(s):	LENGTH OF COURSE:
LOCATION:	
JUSTIFICATION:	
MEANS OF TRANSPORTATION:	
OTHER RHMRT MEMBERS ATTENDING:	
CAR POOLING?	
ESTIMATED TOTAL COST FOR TRANSPORTATION, MEALS, AND LODGING:	

BOARD OF DIRECTORS ACTION		
	YES	NO
MEMBER IN GOOD STANDING?		
FUNDING AVAILABLE?		
IS TRAINING RELATED TO RHMRT MEMBER'S DUTIES?		

TEAM LEADER SIGNATURE:		
APPROVED?		
PRESIDENT'S SIGNATURE:		ARRT/3 FORM T3