

**CCEMS
OPERATIONS POLICY 100-47
IN-SERVICES**

I. PURPOSE

- 1.1 To clarify the dates and times of monthly in-services.
- 1.2 To outline the code of conduct at monthly in-services.

II. POLICY/ PROCEDURE

- 2.1 *Educational in-services* will be held the 2nd Thursday of every month in the basement of Coshocton City Fire Department. The morning session will begin at 0900 hours and end at 1100 hours. The evening session will begin at 1800 hours and end at 2000 hours.
- 2.2 All employees are expected to remain quiet and professional during all presentations and any time another person is asking a question.
- 2.3 Employees are expected to ask questions and obtain clarification in a polite, professional manner.
- 2.4 CCEMS instructors and other presenters are expected to communicate and answer questions in a polite, professional manner.
 - 2.4.1 Side conversations, swearing, gossiping, joking, answering cell phones calls, texting and being rude while at any company sponsored meeting or event is strictly prohibited.
 - 2.4.2 Anyone who fails to adhere to 2.4.1 will immediately be asked to leave the meeting or event. In addition, those involved may receive corrective action, up to and including termination.
- 2.5 Children are not permitted to attend monthly in-services.
- 2.6 In-Service topics will be chosen by the Education Coordinator.
- 2.7 CEU's will be provided at each in-service for the actual time you are instructed.
 - 2.7.1 Early departure from the in-service will result in only being provided the actual CEU hours that you were attendance.
- 2.8 Evaluation sheets will be provided at the end of each lecture. These forms must be turned in prior to leaving the lecture.
- 2.9 Off duty CCEMS employee's attending the in-service will be compensated for their time in attendance.
- 2.10 At times, a "special in-service" may be scheduled by the Education Coordinator or Director. Special in-services will be announced through county e-mail along with times and information. This policy also covers special in-services.

Director: _____

Effective: _____

Reviewed: _____

Revised: 7-18-2011