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|  | **Kitsap County Technical Rescue Team**  Polices and Guidelines | |
| **Title: 1.3, Drill Attendance** | | **Section/Topic: Administration** |
| **Effective Date: May 12th, 2018** | | **Classification: Policy** |

**Purpose**

To establish a policy dictating the minimum drill attendance requirements to maintain deployable status and membership on the Kitsap County Technical Rescue Team (KCTRT).

**Scope and Applicability**

This policy is intended to apply to all personnel assigned to the KCTRT.

**Policy**

* Members are expected to strive to maintain a 100% attendance at assigned drills, classes, and classes
* Training attendance shall be tracked by the team training officer and the respective agency leads
* At a minimum, members shall attend **65%** of drills and trainings, calculated on a quarterly basis
* If a member falls below the minimum quarterly drill attendance, the member’s agency lead shall be notified
* Members not meeting the attendance standard for 2 consecutive quarters may be determined to be ineligible for deployment by the KCTRT Leadership Team until attendance requirements have been met or a remediation plan has been approved.
* Members not meeting the attendance standard for more than 2 consecutive quarters may be determined to be ineligible for team membership by the KCTRT Leadership Team and may be removed from the team by the Team Coordinator.
* The following circumstances shall be considered automatic excusal from drill without impact on the member’s team membership status:
  + Lack of shift coverage requiring the member to remain at work
  + Injury or illness of the individual or a family member
  + Bereavement leave
  + Absence at the direction of the members agency
* Anticipated absences should be communicated to the KCTRT Leadership Team through the individual’s agency lead
* Regardless of the cause of the absence, members may be required to complete remediation training in order to maintain their deployment status