

SUBJECT: TRAINING POLICY	SECTION: 102.06
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PURPOSE

To provide a continuous and progressive training program which will enable Fire Department personnel to provide the highest possible level of service to the community.

To facilitate the acquisition and development of knowledge and skills necessary for Fire Department personnel to professionally fulfill their duty to the public.

To provide continuous reinforcement and monitoring of the necessary skill and knowledge levels of Fire Department personnel.

POLICY

The Fire Department shall provide a regular and continuous standardized training program to its members.

The Fire Department shall provide standardized training references and materials made available for the use of its members in conjunction with the Fire Department training program.

All Fire Department members shall participate in the Fire Department training program relative to their position and classification within the Department.

TRAINING RECORDS AND CODES

Training records shall be processed and maintained by the Assistant Chief.

DEPARTMENT DRILLS

Department Training Drills are conducted on Monday nights from 19:00 to 22:00. The Training Division will designate the topic and the designated instructor(s). The instructor(s) will be required to have as a minimum a State of Ohio, Instructor I or Ohio EMS Instructor certification or specialized expertise in a subject area. In the event of an outside speaker, this requirement will not apply.

Department Drills will usually be conducted at Station 83. The Drill will be documented using the "drill sheet".

RESPONSIBILITY

The authority and responsibility for the adoption and approval of various training requirements shall be vested in the Fire Chief.

- A. The Assistant Fire Chief, in collaboration with the Fire Chief, shall be responsible for:
 - 1. Evaluation of training program content.
 - 2. Evaluate continuity of training between shifts.
 - 3. Development of yearly training schedule.
 - 4. Continuity of training between City of Reading Fire Department and other agencies.
 - 5. Work in close conjunction with the Shift Officers in matters relating to training.
 - 6. Providing all necessary support and assistance to the Shift Officers relative to training matters.
 - 7. Arranging for and scheduling special training sessions.

- B. Shift Officers are responsible for the following:
 - 1. Evaluate the training needs of their respective personnel.
 - 2. Coordinate with the Training Officer in matters related to training.
 - 3. Provide overall management and guidance to their respective shifts in matters relating to training.
 - 4. Monitoring training needs of their respective personnel and other personnel who may be assigned to their company.
 - 5. Scheduling routine monthly training sessions and drills for their respective company.
 - 6. Conducting and/or assigning routine training sessions and drills for their respective company.

- C. All Fire Department members are responsible for participating in Fire Department training activities and for maintaining personal and professional competence relative to the skill and knowledge levels required of their respective classification and position within the department.