



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

This policy establishes the proper etiquette that is to be displayed by all members of the Russellville Fire Department while at any training session. This policy addresses the behavior of Russellville Fire Department personnel and their appearance. This policy applies to all training courses, both in-house and outside training courses

POLICY

A professional attitude and appearance will be displayed by all members of the Russellville Fire Department in all training environments, regardless of location. Russellville Fire Department personnel should show a positive attitude and demonstrate eagerness to participate in training exercises. Professionalism will consist of attitude, behavior, and appearance.

Training Class Behavior

All personnel will arrive prior to the scheduled start time for each class. Battalion Chiefs must be notified of any incidents of tardiness. This includes all meetings and training events. Personnel should not leave the room unless on designated breaks during training sessions.

Talking and disruptions should not occur during training sessions. Cell phones and other electronic devices should be placed on silent and not utilized in a disrespectful manner.

Students should remain attentive during training sessions. Sleeping and other inappropriate behavior will not be tolerated and should be corrected by officers. Eating and drinking is authorized by the instructor, not the student.

All training (both classroom and otherwise) should be documented on a Training Roster Form and other forms as required by the instructor.

Outside Instructors shall be supported by RFD personnel. RFD should cooperate with the needs of outside instructors and make them feel welcomed. All outside instructors should walk away from the RFD with a good experience.

RFD personnel should help maintain the cleanliness of all training facilities and ensure that it is cleaned and properly maintained after the training event is over.

All officers of the RFD have the responsibility to set an example and enforce these guidelines. Officers will be responsible for members of their company as well as any other personnel who may be acting negatively in the training session.

Any significant issues developed during a training session should cause the Battalion Chief of the shift and the Battalion Chief of Training to be notified immediately.

Approved

Fire Chief

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Training Class Dress Code

Personnel attending classes shall wear the appropriate uniform for the class setting. This includes training sessions conducted within the department as well as classes outside of Russellville. Members participating in outside training or activities may wear civilian clothes or other appropriate uniform upon approval of the Battalion Chief of Training or the Fire Chief. Without prior approval, it is assumed that all department personnel shall wear the appropriate uniform for the course they are enrolled in.

Members will wear the uniform which has been approved for the particular activity in which they are engaged. Members attending a training session will all wear the same uniform classification (Class A/B) unless otherwise designated by a chief officer. While utilizing department vehicles, members will conform to the requirements of the Russellville Fire Department Uniform and Personal Appearance Policy.

All personnel attending training sessions while representing the Russellville Fire Department shall also adhere to the current personal grooming policy.

Approved

Fire Chief