



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The purpose of this policy is to ensure the accuracy of training documentation for the Russellville Fire Department. This documentation will verify that the significant training requirements for the Russellville Fire Department are in compliance with local, state, and federal training standards and mandates. This policy establishes the documentation procedures for all training received by Russellville Fire Department personnel regardless of the venue it is attended or presented.

POLICY

Training for the purpose of documentation shall be defined as any time utilized to increase the knowledge, skills, and abilities of Russellville Fire Department personnel. This includes all training events that occur on a company level, department level, or training classes or events attended on an individual level outside of the organization. This also applies to any meeting that may be deemed as officer development, such as conferences and other networking events attended by a member that increases their job-related responsibilities or knowledge.

Personnel shall have an individual file of training record within the department's records management software. Personnel shall also have an individual physical file of license and certification. Physical files shall be located in a secured file cabinet within the department's training center. Additionally, an individual electronic file of license, certification, and supporting documents will be maintained by the administrative assistant assigned to training. Electronic files will serve as a redundant means of cataloging license and certification.

Personnel shall submit copies of job related licenses, certifications, and supporting documentation to the training division for recording and filing. All job related license and certification documents received by personnel shall be submitted to the training division no later than one week following receipt.

Documentation of training events shall be entered into the training module of the department's records management software. Training to be documented should include:

1. Training organized and/or conducted by a member of the training division
2. Company level training such as multi-company drills
3. Training resulting from travel to classes, conference, etc.
4. Single Company level training led by a member of a company
5. Individual training both in-house and external (NFA resident course, online course, individual EMT/ Paramedic training including clinical and classroom)

Captains shall be responsible for ensuring all company level training activities are completely and accurately entering in the records management software.

Battalion Chiefs shall be responsible for ensuring their respective companies are meeting or exceeding minimum training hours established by the Russellville Fire Department Annual Training Plan.

Approved

Fire Chief

1 of 2



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

Forms for Completion Criteria

A Training Roster will be completed for organized department training. All attending personnel shall sign the form verifying their attendance. Course categorization, description, times, and necessary information shall be completed by the lead instructor or a training staff member.

An ISO Training Form will be completed for any company training that meets minimum requirements for ISO Training

Forms will be sent to the Division Chief of Professional Standards.

Records Access

Individuals shall be provided access to their individual training records. This may be achieved upon request to, and approval, of the Division Chief of Professional Standards. Such requests will be subject to scheduling an appointment and availability of training staff. Personnel may copy contents of their individual file for personal record keeping. Personnel shall not remove any content from their individual file. Personnel shall not access the individual file of any other individual without explicit approval of the Fire Chief.

Approved

Fire Chief