



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The purpose of this policy is to provide company officers and other instructors with guidelines for conducting continuing education training to the members of the Russellville Fire Department in topics including fire suppression and tactics, officer development, emergency medicine, hazardous materials and technical rescue. This policy also outlines the requirements for the utilization of training equipment, apparatus, and vehicles.

POLICY

The Division Chief of Professional Standards shall oversee all training and education within the department. This oversight is based upon the operational objectives established by the Fire Chief. This policy will address all training areas within the organization. The Fire Chief shall remain the ultimate authority on all training programs. The Battalion Chiefs are responsible for ensuring that the training program is carried out to the department's expectations. This includes collaboration with the Division Chief of Professional Standards for scheduling and objectives for each training session.

Company Training

Company officers and their crew shall participate in all company training provided by the department. Company officers should encourage instruction by their subordinates in varied subject areas. It is expected that, in addition to formal department-led training, that company officers shall guide and ensure "in company" training is performed. This training shall be documented as indicated and required in Training Recordkeeping (301.05). Company officers should informally conduct a needs assessment of their particular station/shift to determine training needs. Specific manuals, videos, lesson plans and assistance shall be available from the Division of Professional Standards. Any items taken from the training library shall be logged. Instructors wishing to teach a class for credit from the Arkansas Fire Academy must meet the criteria established by the AFA and complete the required forms. All training must be documented. Classes shall be documented, regardless of location or instructor.

Probationary Training Task Book

The probationary firefighter shall be administered a Probationary Firefighter Task Book (PFTB) as part of the guidance process associated with their training. This manual shall consist of appropriate study material and performance objectives to ensure continued progression within the RFD throughout their probationary year. Once assigned to a shift, the company officer will conduct regular training with the recruit. It should be noted that no member should operate an emergency vehicle without meeting the relief driver standards established by the Russellville Fire Department. The company officer will utilize the Probationary Firefighter Task Book as the foundation for training; however the company officer may deviate based upon the needs of the member with the approval of the Division Chief of Professional Standards.

Approved

Fire Chief



Advanced Firefighter Training

Members who have completed their probationary period training along with relief driver certification are eligible for attending advanced firefighter training. Members should follow a logical progression for advancing to the next level of certification. Prerequisites for firefighter classes are subject to change and firefighters should check with department administration and/or the training institution when choosing classes. The RFD is responsible for ensuring desired classes meet the organizational training objectives.

Members that wish to attend advanced firefighter classes and are requesting registration payment must submit a trip and leave request (Training Request Form) with supporting documentation to their company officer, Battalion Chief, and the Division Chief of Professional Standards. Enrollment locally or regionally is encouraged.

Upon receipt of a training/leave request, the Battalion Chief should block the leave date(s) requested to maintain staffing levels as required.

Upon approval from the Division Chief of Professional Standards, the member and their supervisors shall be notified. Should the member cancel attendance in the course, they are required to notify their supervisors in accordance with Training and Travel Request (301.02). The member shall not enroll in any course until full approval is issued.

Upon return from the approved training class, members shall notify the fire chief of any expenses incurred for the trip that were not compensated or listed on the training/leave request.

Additionally, the member will provide the Division Chief of Professional Standards with a copy of any course completion and certification documents issued by the training institution.

Trip and Leave Requests

Priority for scheduling trip and/or leave requests for training will follow City of Russellville SOPs as well as the following guidelines:

1. Greatest benefit for the city
2. Training required for job position
3. Training/testing for certifications
4. Training prerequisites for certification
5. Personnel closest to certification
6. Seniority in position

Approval for payment of specialized training will be at the discretion of the Fire Chief, with consideration of departmental benefit.

Approved

Fire Chief



Training Vehicle Usage

The fire department's mission requires members to maintain a high degree of proficiency. This may require members to travel to classes to supplement company and individual professional development. Vehicles assigned to the Training Division may be utilized to facilitate travel to meetings and training events. When a member who is not assigned a staff vehicle, needs use of a vehicle for these purposes, they shall request use of a training division vehicle. Requests should be submitted via Form: Training Request. On the form, the member should indicate that they are requesting a vehicle. This form will then be submitted for approval in accordance with policy Travel and Training Requests (301.02). The member requesting the vehicle will be notified by the Training Division via email as to whether or not use of the vehicle is authorized.

Upon approval of use, a reservation for the vehicle will be maintained by the Administrative Assistant.

Upon receipt and return of a vehicle, the member for whom the use was approved shall document their use of the vehicle.

Upon return of the vehicle, the authorized user shall ensure the vehicle is clean, fueled, and report any mechanical issues in accordance with standard practice with all department vehicles.

Training Equipment Utilization

Affected equipment includes, but is not limited to: electronic devices, text books, American Heart Association materials, SCBA and cylinders, hand tools, smoke generator, suppression equipment, hazardous materials training equipment.

Members requesting to use training equipment off of the grounds of the training center shall obtain approval from the Division Chief of Professional Standards, or their designee. Upon receiving approval, the member shall not remove the equipment until they have documented their possession, with acknowledgment of a member assigned to the Training Division, through a log maintained by the Administrative Assistant.

Equipment shall be returned at the conclusion of the approved period. Upon return, the member shall document any damage to, or performance issues of, the equipment. Equipment shall be returned to the secured area that it was retrieved from, and the member shall document the completion.

Approved

Fire Chief