

1.10 TRAINING



City of Oak Point Department of Public Safety Fire Department

TITLE: Training

SECTION/TOPIC: General Administration

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Michael Shackelford

Director DPS

1.0 PURPOSE

To provide members of the department with details of the training required by the department and their responsibilities with regard to maintaining that training.

2.0 SCOPE

This policy shall apply to all non-exempt full-time members of this department.

3.0 REQUIRED TRAINING

A. Basic Training

1. Sworn members of the Department are required to have a firefighter license issued by the TCFP. This license currently requires members to attend a Basic Fire Academy course and pass a Commission Licensing Examination. It also requires a emergency medical certification of the level of ECA or above. Applicants must possess their Basic Firefighter License prior to performing any paid fire duties.

B. Continuing Education

Licensed firefighters who apply for employment must have their license in good standing, all in-service training completed or the ability to complete in-service requirements prior to the end of the Commission training cycle which ends October 31, of each year.

1. In addition to training required for licensing, all paid personnel will complete the National Incident Management System training, appropriate for their rank, prior to completion of their first year of employment.

a. Field Training

- i. All sworn members of the Department are required to complete the department's Field Training Program within the time period specified.
- ii. Firefighters with prior experience may qualify for an expedited Field Training if they are able to demonstrate proficiency in all required areas.

b. In-Service Fire Training

- i. By state statute all sworn personnel of the department within each TCFP training period must obtain at least 18 hours of in-service training plus two hours for each level of or additional certification held. As of the date of this policy this department now requires all sworn fire personnel to complete fire training at a rate of 4 hrs per month. This may be averaged but a single course cannot cover more than 2 months.(a 2 day 16 hr. course will cover ONLY 2 months) The average must be forwarded and may not to be used to cover previous months. Firefighters will provide the Director with a list of requested training by email within the first 7 days of each month. In-service instruction may include:
 1. Specialized training required based on assignment.
 2. Standardized training from a TCFP List of CEs.
 3. Hands-on firefighting tactics training.
 4. Any additional training required by the legislature during each four year training cycle.
- iii. Sworn personnel are responsible for obtaining the training necessary to maintain their license and any special or other state certifications they may hold. The department will provide members with the training or provide the time and funding necessary to obtain the training.

c. Medical Training

Fire employees who are required to perform first response medical duties as a portion of their job functions are required to attend at least 10 department provided medical continuing education classes. Should an employee fall below this number the will be required to provide proof that they have attended another training class provided by the city's medical control before they are permitted to return to work.

C. Training Expectations

1. Attendance

Personnel are expected to attend any assigned training programs. Attendance will be documented either by the instructor or in cases where the training is at location other than the department, documentation will be furnished by those responsible for the training. There are cases where attendance at a training program may be excused, such as for court appearance or sickness but the reason for the absence must be documented. Any absence must be properly excused by the administrators of the program. Any time lost must be made up before any certificate of completion is issued. Certificates will be issued to those students who complete any training program. Employees shall provide a copy of any certificates to the department for inclusion in the employee's training file. Only two monthly CE classes a year may be excused for either fire or medical.

2. Fees and Compensation

All fees incurred by department personnel as a result of required or approved training will be paid by or reimbursed based on actual costs. Any member required to attend training when they would normally be on duty will be compensated at their hourly rate. Any member required to be at training on a day when they would normally be off-duty will be compensated at the appropriate hourly rate. Any member attending a non-required training class (not told they must attend) while off-duty will not be compensated for their attendance at the class. This department does not pay travel time to or from training.

D. Appearance/Dress

Members will dress in full uniform for all training classes. Members will be clean shaven, exhibiting good hygiene and having showered before the beginning of class.

E. Departmental Training

The department will provide online training to fulfill the requirements of the TCFP for its initial training. These will be paid for F/T members. P/T members with a F/T affiliation will be required to provide this department with proof of training hours.

The department will also host mandatory training for full-time firefighters. This training will be in addition to all other required training. The topic of the training will be chosen by the Director and any tests given related to the training must be passed.

Instructors for In-Service Training

1. Instructors

a. Instructors for all department training programs shall:

1. Have a minimum of five years fire experience, and
1. Have completed a TCFP instructor's course and be certified as an instructor, or
2. Possess a demonstrated skill in an area of instruction, or
3. Be knowledgeable of teaching theories, methods, and practices and have some knowledge of firefighting practices.

b. Instructors enlisted from outside the department shall be approved by the Director or designee. The instructor must have demonstrated skill in his/her area of instruction and comply with requirements for lesson plans as previously stated. Any compensation will be determined by the Director of Public Safety.

c. Before being allowed to instruct any state-mandated courses at the department, instructors shall receive, at a minimum, training in:

1. Lesson plan development.
2. Development of performance objectives.
3. Instructional techniques.
4. Learning theory.
5. Testing and evaluation techniques.
6. Resources.

F. Career/Remedial Training

1. Remedial training is directed at solving or curing a particular problem or improving performance in a particular area, within a designated time and with clearly defined, expected results.
2. Remedial training may be assigned as a result of discipline or counseling, or when a member has demonstrated such a poor performance as it is necessary.

3. All fire personnel at the beginning of each training cycle will provide the Director with a plan of career training and which classes the firefighter will take in the coming months to accomplish the goal.
4. Failure to complete career training will be noted on the firefighter's yearly review and additional career training may be given as mandated training. Further refusal to comply will be considered insubordination and will be dealt with as such.

G. Training Records

1. Training records
 - a. The Director, or his designee, shall maintain, a training record for each employee which includes:
 1. The date of training.
 2. The type and hours of training received.
 3. A copy of any certificate received.
 - b. FIDO

The Commission's FIDO system will be used for sworn members of the department for renewal and all reporting functions. Non-sworn members will have a separate file maintained.

H. Failure to Follow Policy

Any line member who does not fulfill the training requirements of the department for 3 months within any 12 month period maybe released from employment at the discretion of the Director.