PURPOSE

To track and document completed skills and hours.

POLICY

The fire department uses a computer data base system for the purpose of tracking and querying all training hours for each department member. It will be the responsibility of the captains to document and enter the training hours of their assigned personnel into the system. The Shift Battalion Chief will ensure that all training hours are accurately documented and entered within all three shifts of completion.

A summary of all training or selected hours can be accessed by the captains and other assigned personnel at anytime they feel necessary.

The Shift Battalion Chiefs will monitor their respective shifts to ensure the required hours are being met by the personnel. (ISO standards)

*Structural Fire Training	192hrs
*Facility Training (approved Training grounds)	18hrs
*Drivers Training	12hrs
*Hazmat Awareness	6hrs

The Shift Battalion Chiefs will be responsible for the ongoing management of MCS for their respective shifts. (SOP 300.08)

The Training Division will be responsible for assigning/scheduling required and mandated training.

A training file will be maintained for each fire department employee. Documents to be included in the training file are:

- WOOC Certifications
- Training Certificates
- Education Records

The Training Division will be responsible for maintaining all training files for all members of the fire department.

Approved: _____ 1-23-2020

Bobby Ruiz, Fire Chief Date