

**Standard Operating Procedures Manual**  
**City of Poquoson Fire and Rescue**



**City of Poquoson  
Fire and Rescue**

830 Poquoson Ave.  
Poquoson, VA 23662  
757-868-3510  
F757-868-3514

**TRAINING**

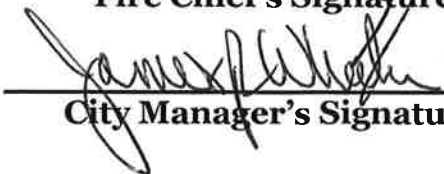
**SOP#:** GA 9.10

**Title:** Training Administration

**Effective Date:** 04/21/2011

**Revised Date:** 09/24/2018

  
\_\_\_\_\_  
**Fire Chief's Signature**

  
\_\_\_\_\_  
**City Manager's Signature**

**TRAINING ADMINISTRATION**

**I. PURPOSE**

To provide a continuous and progressive training program, that will enable Fire/Rescue Department personnel to provide the highest possible level of service to the community, facilitate the acquisition and development of knowledge and skills, and provide continuous reinforcement and monitoring of the necessary skill and knowledge levels of Fire/Rescue Department personnel.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

**II. POLICY**

The Fire/Rescue Department shall provide a regular and continuous standardized training program to its members utilizing both standardized training references and materials as well as recognized and approved unconventional training methods and resources. All Fire/Rescue Department members shall participate in the assigned training program relative to their position and classification within the Department.

### **III. OBJECTIVE**

- To list the responsibilities of the various levels of the Fire/Rescue Department relative to training.
- To list the minimum training program requirements in terms of required training hours per month and minimum qualifications.

### **IV. AUTHORITY AND RESPONSIBILITY**

The authority and responsibility for the adoption and approval of various training requirements shall be vested in the Deputy Fire Chief with concurrence of the Fire Chief

**The Training Officer** shall be responsible for:

1. Evaluation of training program content.
2. Development of annual training.
3. Evaluating continuity of training between shifts.
4. Ensuring continuity of training between City of Poquoson Fire/Rescue Department and their respective volunteer organizations. The Training Officer is also responsible for fostering training opportunities with other local, state, federal, and private organizations.
5. Working in close conjunction with and provide all necessary support and assistance to the Shift Battalion Chiefs relative to training matters.
6. Scheduling and overseeing recruit training.
7. Working with the EMS Officer in order to assist them with EMS training for both recruits and staff.
8. Arranging for and scheduling special training sessions.

9. Conferring with the Deputy Chief and Fire Chief to approve or disapprove outside training for staff, with regards to risk and needs of the department.
10. Maintaining electronic training records and files and ensuring appropriate backups.

**Shift Battalion Chiefs** are responsible for the following:

1. Evaluate the training needs of their respective personnel.
2. Coordinate with the respective company officers under their supervision relative to training needs and requirements.
3. Coordinate with the Training Officer in matters related to training.
4. Provide overall management and guidance to their shift in matters relating to training.

**Company Officers** are responsible for the following:

1. Monitoring training needs of their respective personnel and other personnel who may be assigned to their company.
2. Coordinating with the Training Officer in matters relating to training.
3. Conducting and/or assigning routine training sessions and drills for their respective company.
4. Data Entry of all Company Training performed on their respective shift into the departments records management system.

**All** Fire/Rescue Department members are responsible for participating in Departmental training activities and for maintaining personal and professional competence relative to the skill and

knowledge levels required of their respective classification and position within the department.

**V. TRAINING RECORDS AND CODES**

- Training records shall be processed and maintained in both electronic and hard copy format.
  1. COMPANY TRAINING – Completed training shall be entered into an electronic records management system. (hard copy only needed when directed by the Training or EMS Officer)
  2. DEPARTMENTAL TRAINING PROGRAMS – Programs following a recognized standard or curriculum (NFPA, AHA, OSHA, IFSTA, etc.) but not taught through a certifying agency will be given departmental certification. Certificates of attendance or completion, will be issued by the department and maintained in both hard copy format in each individuals training file, and entered into an electronic database.
  3. CERTIFICATION TRAINING – Training conducted by a certifying agency in which a certificate is issued . Copies of certificates shall be kept in the individual training files, and certification information will be entered into an electronic database.
- The various training subjects and programs shall each receive a distinctive code in the department’s records management system for the purposes of record keeping.
- Documentation of incidents or counseling as it pertains to training.
  1. **ALL** Counseling of training matters must have written documentation. Documentation should include reason for counseling, course of action if needed, time frame to complete course of action, and final disposition of counseling.

2. Documentation of counseling or remedial training will become part of the individual's training file.

**VI. ANNUAL TRAINING REQUIREMENTS**

The following section identifies the minimum required amounts of training hours per person for the various general training program areas:

**Company Training:** 16 hours per month for a total 192 hours per year.

**Hazardous Materials Training:** 8 hours per year.

**Driver Training:** 12 hours per year.

**New Driver Training:** 60 hours per year

**Officer Training:** 12 hours per year.

**Recruit Training:** 240 hours

**Facility Training:** Burn Building/Training Tower usage 18 hours per year

**EMS Training:** Any assigned or required training to maintain EMS certification as required by hiring contract. Maintaining EMS certification is the responsibility of the individual.

**VII. MINIMUM DEPARTMENTAL STANDARDS FOR ALL OPERATIONAL PERSONNEL**

The following classes will be required of ALL operational personnel prior to riding on emergency apparatus or working on an emergency scene:

1. ORIENTATION
2. NIMS IS 100.c (or most current version)
3. NIMS IS 200.b (or most current version)

4. NIMS IS 700.b (or most current version)
5. HIPAA
6. BLOODBORNE PATHOGENS
7. BLS for the Healthcare Provider
8. Be a current student, certified as an EMS provider, or be a released provider to ride on an ambulance.

Additionally, all operational personnel must attend required annual OSHA refresher training