

Halifax Fire Department

July 10, 2003

STANDARD OPERATING GUIDELINE

Training

3.01 PURPOSE

- A. To provide a continuous and progressive training program which will enable Fire Department personnel to provide the highest possible level of service to the community.
- B. To facilitate the acquisition and development of knowledge and skills necessary for Fire Department personnel to professionally fulfill their duty to the public.
- C. To provide continuous reinforcement and monitoring of the necessary skill and knowledge levels of Fire Department personnel.

3.02 POLICY

- A. The Fire Department shall provide a regular and continuous standardized training program to its members.
- B. The Fire Department shall provide standardized training references and materials made available for the use of its members in conjunction with the Fire Department training program.
- C. All Fire Department members shall participate in the fire department training program.

3.03 OBJECTIVE

- A. To provide policy relative to the Fire Department training program.
- B. To list the responsibilities of the various levels of the Fire Department relative to training.
- C. To list the minimum training program requirements in terms of required training hours.

3.04 AUTHORITY AND RESPONSIBILITY

- A. The authority and responsibility for the adoption and approval of various training requirements shall be vested in the Fire Chief.
- B. The Training Officer, in collaboration with the training group and the Fire Chief, shall be responsible for:
 - 1. Evaluation of training program content.
 - 2. Evaluate continuity of training between members.
 - 3. Development of yearly training schedule.
 - 4. Continuity of training between The Halifax Fire Department and other agencies.
 - 5. Work in close conjunction with the Officers in matters relating to training.
 - 6. Scheduling recruit training.
 - 7. Providing all necessary support and assistance to the training group relative to training matters.
 - 8. Arranging for and scheduling special training sessions.

C. Company Officers are responsible for the following:

1. Evaluate and monitor the training needs of the personnel.
2. Coordinate with the Training Officer in matters related to training.
3. Provide overall management and guidance to the personnel in matters relating to training.
4. Conducting and/or assigning routine training sessions and drills for their respective company.

D. All Fire Department members are responsible for participating in Fire Department training activities and for maintaining personal and professional competence relative to the skill and knowledge level required of their position within the department.

3.05 TRAINING RECORDS

A. Training records shall be processed and maintained by the Training Officer and the Chief.

3.06 AREAS OF TRAINING AND REQUIREMENTS

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

- A. A minimum of forty (40) hours of training are required per person per year.
- B. The training program consists of the following areas:
 1. Recruit training.
 - a. NFPA Standard 1001
 - b. F.F. I, II
 2. In-Service Training
 - a. In-service classes.
 - b. Streets and hydrants.
 - c. Evolution drills
 3. Department Training
 - a. Company training classes.
 - b. Evolution drills.
 - c. Drivers training.