



Rogers Fire Department Standard Operating Procedures

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PURPOSE

The purpose of this policy is to ensure the accuracy of training documentation for the Rogers Fire Department. This documentation will verify that the significant training requirements for the Rogers Fire Department are in compliance with local, state, and federal training standards and mandates. This policy establishes the documentation procedures for all training received by Rogers Fire Department personnel regardless of the venue it is attended or presented.

POLICY

Training for the purpose of documentation shall be defined as any time utilized to increase the knowledge, skills, and abilities of Rogers Fire Department personnel. This includes all training events that occur on a company level, department level, or training classes or events attended on an individual level outside of the organization. This also applies to any meeting that may be deemed as officer development, such as conferences and other networking events attended by a member that increases their job-related responsibilities or knowledge.

Personnel shall have an individual file of training record within the department's Firehouse RMS. Personnel shall also have an individual physical file of license and certification. Physical files shall be located in a secured file cabinet within the department's training center. Additionally, an individual electronic file of license, certification, and supporting documents will be maintained by the administrative assistant assigned to training. Electronic files will serve as a redundant means of cataloguing license and certification.

Personnel shall submit copies of job related licenses, certifications, and supporting documentation to the administrative assistant assigned to the training division for recording and filing. All job related license and certification documents received by personnel shall be submitted to the training division no later than one week following receipt.

Documentation of training events shall be entered into the training module of the department's Firehouse Records Management System (RMS).

- Training organized and/or conducted by a member of the training division staff shall be documented on Rogers Fire Department Form 101 and submitted to an Officer of the training division for processing and Firehouse RMS entry.
- Company level training conducted by a member of field operations shall be entered into Firehouse by a member of the company.
 - If multiple companies are involved in the training event, each company officer shall ensure a training record is entered for their company.
 - Company Officers may delegate entry of the record but shall review each training record to ensure accuracy of the roster, notes, lead instructor, location and times.
- Training resulting from travel to classes, conferences, etc. shall be entered into Firehouse RMS by the member whom attended the training.

Examples of training that requires documentation on Rogers Fire Department Form 101:

- Scheduled department training (suppression, EMS, rescue, etc.)
- Certification courses conducted at the training center
- Hazardous Materials Refresher

Examples of training that require entry at the company level:

- Company level training led by a member of the company
- Pre-incident plan development
- Quarterly company standards (must also be documented on quarterly form)

Examples of training that require entry by individual:

- National Fire Academy resident course
- Professional conferences
- Online courses
- Individual paramedic training (classroom and clinical times)

Captains shall be responsible for ensuring all company level training activities are completely and accurately entered into Firehouse RMS.

Battalion Chiefs shall be responsible for ensuring their respective companies are meeting or exceeding minimum training hours established by the current Rogers Fire Department Annual Training Plan.

Form 101 Completion Criteria

A form 101 shall be completed as previously indicated. All attending personnel shall sign the form verifying their attendance. Course categorization, description, times, and necessary information shall be completed by the lead instructor or a training staff member.

Personnel not completing the entirety of a course shall complete a separate form 101 with their actual attendance time. Such cases do not require separate Firehouse entry. Rather, the individual record within the training event may be adjusted and noted properly. This may be done at the direction of an Officer of the Training Staff.

Entry of Form 101 data into Firehouse RMS will be made by the designee of the Deputy Fire Chief – SOT.

Following entry into Firehouse RMS, Form 101's shall be scanned into the electronic records system for archival. Once archival is verified by the administrative assistant, the physical copy may be destroyed.

Firehouse RMS entry Criteria

Firehouse entries shall be completed by a member whom participated in a company level training event. All categorization, description, notes, times, and supporting information shall be verified by the Captain as complete and accurate.

Other

When training courses encompass topics that are within separate categories, a separate form 101, and Firehouse entry, shall be completed and properly categorized. Time allotted to each category shall be appropriated accordingly in the record and shall not overlap. Course beginning and ending times on all records shall be accurate.

Correction of information on a form 101 or Firehouse RMS record may only be made following approval of the Deputy Fire Chief – SOT.

Documentation of continuing education required by outside agencies, e.g., Arkansas Department of Health, Arkansas Department of Emergency Management, Arkansas Fire Academy etc., shall be completed in addition to internal practices and utilize the respective agency's most current form(s) and practice. EMS License and certification requirements are specified in RFD SOP 146.

Documentation of training outside of Rogers Fire Department

When personnel obtain training through employment or volunteering with another agency, e.g., volunteer fire department, they may utilize their individual file for recordkeeping purposes. In no case shall an individual enter a Firehouse RMS training record of such training to earn credit toward the training requirements established by the Rogers Fire Department.

Records Access

Individuals shall be provided access to their individual training records. This may be achieved upon request to, and approval, of the DFC-SOT. Such requests will be subject to scheduling an appointment and availability of training staff. Personnel may copy contents of their individual file for personal record keeping. Personnel shall not remove any content from their individual file. Personnel shall not access the individual file of any other individual without explicit approval of the DFC-SOT.