



Rogers Fire Department Standard Operating Procedures

Policy Title:	Training Etiquette		
Policy Number:	143	Volume:	Administration
Approved By:	Tom Jenkins	Last Updated:	May 2012
CFAI Reference:	N/A	CAAS Reference:	N/A
Revision Summary:	Created – September 2010 Formatted – May 2012 Revised – May 2012		

PURPOSE

This policy establishes the proper etiquette that is to be displayed by all members of the Rogers Fire Department while at any training session. This policy addresses the behavior of Rogers Fire Department personnel and their appearance. This policy applies to all training courses, both in-house and outside training courses.

POLICY

A professional attitude and appearance will be displayed by all members of the Rogers Fire Department in all training environments, regardless of location. Rogers Fire Department personnel should show a positive attitude and demonstrate an eagerness to participate in training exercises. Professionalism will consist of attitude, behavior, and appearance.

Training Class Behavior

All personnel will arrive prior to the scheduled start time for each class. Battalion chiefs must be notified of any incidents of tardiness. This includes all team meeting and training events. Personnel should not leave the room unless on designated breaks during training sessions.

Talking and disruptions should not occur during training sessions. Pagers, cell phones, and other electronic devices should be placed on silent and not utilized in a disrespectful manner.

Students should remain attentive during training sessions. Sleeping and other inappropriate behavior will not be tolerated and should be corrected by officers. Eating and drinking is authorized by the instructor, not the student.

All training (both classroom and otherwise) should be documented on a Training Form 101 and other forms as required by the instructor.

Outside instructors shall be supported by RFD personnel. RFD should cooperate with the needs of outside instructors and make them feel welcomed. All outside instructors should walk away from the RFD with a good experience.

All officers of the RFD have responsibility to set an example and enforce these guidelines. Officers will be responsible for the members of their company as well as any other personnel who may be acting negatively in the training session.

Any significant issues developed during a training session should cause the Battalion Chief of the shift and the Deputy Fire Chief of Training to be notified immediately.

Training Class Dress Code

Personnel attending classes shall wear the appropriate uniform for the class setting. This includes training sessions conducted within the department as well as classes outside of Rogers. Members participating in outside training or activities may wear civilian clothes or other appropriate uniform upon approval of the Deputy Fire Chief of Special Operations and Training (DFC-SOT). Without prior approval, it is assumed that all department personnel shall wear the appropriate uniform for the course they are enrolled.

Members will wear the uniform which has been approved for the particular activity in which they are engaged. Members attending a training session will all wear the same uniform classification (Class A/B) unless otherwise designated by a chief officer. While utilizing department vehicles, members will conform to the requirements of the Rogers Fire Department Uniform and Appearance Policy.

Special operations members will wear a Class B work uniform unless otherwise approved by the DFC-SOT or the SOT Director.

All personnel attending training sessions while representing Rogers Fire department shall also adhere to the current personal grooming policy.