



Rogers Fire Department Standard Operating Procedures

Policy Title:	Annual Training Plan		
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PURPOSE

The purpose of this policy is to establish the process for the development of the Rogers Fire Department Annual Training Plan (ATP). This plan serves as a guideline for the annual training calendar and communicates to all personnel the training that will occur throughout the calendar year.

PROCESS

The development of the annual training plan (ATP) is the responsibility of the Deputy Fire Chief of Special Operations and Training (DFC-SOT). and shall be completed during the 4th Quarter of each year. It shall be the responsibility of the Training Division as well as the training committee to establish topics of instruction for the calendar during the development process. This process will include assigning the number of hours per subject area and the timeframes for which each course will be delivered.

The training committee will meet on a monthly basis to oversight to the implementation and management of the ATP. It shall be the responsibility of the DFC-SOT, with the assistance of the Training Division, to assign dates, identify instructors, and ensure training is delivered. This process will ensure adequate time for instructors to prepare and training materials to be delivered.

The ATP will serve to balance the training across all disciplines in order to meet the current and future needs of the organization. It shall take into account the guidance of the Fire Chief, the Rogers Fire Department mission statement, best practices from across the nation, current state of the department, and deficiencies noted in Post-Incident Analysis sessions as well as the annual evaluation process.

The DFC-SOT will coordinate with the training committee to establish quarterly minimum company standards during the development of the ATP. This will allow the minimum company standards to coincide with the monthly topics assigned via the ATP.

The training committee will also establish an instructor and program evaluation processes to coincide with the annual training plan. These evaluations will serve to identify areas of deficiency within the training program as well as deficiencies in individual's performance. Results of each evaluation process will be examined by the DFC-SOT with abnormalities or concerns brought to the training committee for consideration and potential recommendations.