



Rogers Fire Department Standard Operating Procedures

Policy Title:	Training Preparation		
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PURPOSE

The purpose of this policy is to ensure that training classes are prepared so that the Training Division and other instructors have the appropriate materials and resources for conducting training to the members of the Rogers Fire Department.

POLICY

The Deputy Chief of Special Operations and Training (DFC-SOT) shall oversee all training and education within the department. This policy will provide for coordinators for each training topic specified within the Annual Training Plan (ATP) and ensure that a high level of consistent training is delivered within the organization.

The DFC-SOT and members assigned to the Training Division are responsible for ensuring that all materials specified within this policy as well as all other arrangements are completed so that instructors are adequately prepared to deliver successful training sessions.

Training Preparation

In order to provide quality and consistent training, all courses will be prepared in a similar manner. This preparation will ensure that all materials are properly assigned and designed to meet the established training objectives. This will also ensure that instructors are provided sufficient time for preparation of their given subject.

Coordinators for each training topic contained within the Annual Training Plan (ATP) will be solicited during the monthly training committee meetings. The assigned coordinators will be responsible for the development of all training materials and providing the instructors with the required resources necessary to conduct successful training sessions.

Upon assignment of a specific training topic, each coordinator will review the ATP for established training objectives and coordinate with the DFC-SOT to ensure the scope of the specific training session. The training materials are due to the DFC-SOT a minimum of 30 days prior to the training event to ensure that the established objectives and intent of the training session is met.

The training materials must include all of the following that apply for dissemination by the DFC-SOT and coordinator to the appropriate instructor(s) for delivery.

1. Rogers Fire Department Objectives for Company Training
2. Instructor Lesson Plan
3. PowerPoint
4. Resource / reference Materials Specific to Training Topic
5. Training Session Support Guide
6. Arkansas Department of Health Continuing Education Form

Upon approval by the DFC-SOT, the selected instructors for the training session will meet with the coordinator, training committee chairman, and the DFC-SOT to receive the assigned training materials and ensure that consistent training is delivered throughout the department.

Upon completion of the training session all training materials will be completed including any comments for improvement and returned to the DFC-SOT. This includes any continuing education forms or any other specific documentation for a particular training class. All prepared materials will be entered into the Target Solutions Program and stored for future reference and documentation.

Upon completion of the training session all training materials will be completed and returned to the DFC-SOT, including comments for improvement, if applicable. Any continuing education forms or any other specific documentation for a particular training class should also be turned into the DFC-SOT. All prepared materials will be entered into the Target Solutions Program and stored for documentation and future reference.