

# Washington Township Fire Department Standard Operating Procedure

Division 100: Administration  
Section 105: Personnel Policies  
Subject 105.08: Training Attendance  
Supersedes: Training Bulletin: 94-03-34



Approved By:

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Date: April 22, 2010 Date Last Reviewed:

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## PURPOSE:

This procedure establishes the Department's requirements relating to training attendance, make-up training, outside training, Job Performance Requirements, and the use of training reports.

Attendance at effective training is essential so members act skillfully to address task and people oriented responsibilities. Training prepares members to deliver high quality public service to the community. Furthermore, training is a vital component of the Department's efforts to promote employee safety.

## RESPONSIBILITY:

It is the responsibility of all members to be familiar with this procedure. All supervisors are responsible for ensuring members attend or make-up training as described in this procedure. Further, members are expected to periodically renew and re-establish their understanding of this procedure.

The Department Training Officer is responsible for the enforcement and implementation of this policy.

## DEFINITIONS:

- **Job Performance Requirements (JPR)** – The minimum skills established by the Department that all personnel must meet.
- **Mandatory Training** – A training session that must be attended or made up.
- **Outside Training** – Training not provided or sponsored by Washington Township.
- **Scheduled Training** – Training sessions which are formally listed on the Department's training schedule or required by the training division.
- **Unscheduled Training** – Training which is not part of the annual training schedule required by the training division or training initiated at the company level. These trainings may be used as make-up training.

## PROCEDURES:

The Department conducts training according to the following schedule:

- 1<sup>st</sup> week of the month – Fire Training
- 2<sup>nd</sup> week of the month – Officers Training (Monday night only and odd numbered months)
- 3<sup>rd</sup> week of the month – Fire Training
- 4<sup>th</sup> week of the month – EMS Training
- 5<sup>th</sup> week of the month – Miscellaneous (when applicable)

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Training dates and times are subject to change that will be announced as soon as practical. Some of the scheduled training will be identified as Mandatory Training by the training division.

### Attendance

- Members are expected to maintain a 100 percent training attendance record through regular attendance, make-up training, and outside training. Members must attend training that is commensurate with their work certifications and job classification.
- If at any point during the training year a member's training percentage falls below 75 percent, s/he will be subject to the Department's progressive discipline policy.
- Training attendance which drop below 50 percent will be cause for taking a member "out of service" until training is brought up to Department standards.
- Make-up training or outside training must not exceed 50 percent of the employee's overall training record.

### Outside Training

Outside Training is training not provided or sponsored by Washington Township Fire Department.

- To receive credit for outside training, submit a written request to the Department Training Officer.
- If you miss a scheduled training session because it falls at the same date and time as a Fire Recruit, EMT or Paramedic school class, you will be granted training attendance credit. However, if your Fire Recruit, EMT or Paramedic school class and a scheduled training session **do not occur** at the same date and time and you miss the latter, you must make-up the training.
- Make up training must be directly related to the missed training topic.
- Using outside training for make-up purposes will only be considered within 120 days of the specific topic date for which the requested outside training is to be applied.
- The Department Training Officer determines the applicability of outside training on a case-by-case basis.

### Training Make-up

Make-up training must be completed within 120 days of the original scheduled training date. The only exceptions are available mandatory training and Job Performance Requirements as described below.

- Recorded training sessions will be available as soon as practical for make-up.
  - Assignments associated with the make-up recording must be accomplished.
- To make-up practical (hands on) training contact an officer to complete the established training objectives with guidance from the training division.
- New employees are required to make-up the mandatory training and JPR prior to and within 60 days of their start date.
- Employees on an approved leave of absence are required to make-up mandatory training and JPR they missed within 60 days of their return to duty.

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### Documentation

- A *Training Report* (Form 4B) must be completed and signed off by an officer confirming all requirements were completed<sup>1</sup>. For trainings outside the Department this form along with proof of training must be forwarded to the Training Captain.
- A *Course Sign-In* sheet (Form 4C) will be completed for every class in which continuing education credit is issued. Continuing education units will be awarded based on the actual time attended.
- Send associated materials including quizzes, check-off sheets or supplemental documentation (if applicable) to the Department Training Officer for verification and updating of the training files.

### Job Performance Requirements

The JPR program helps ensure that identified minimum skills are maintained throughout the Department. The following guidelines apply:

- JPR are mandatory for all members except Chief Officers.
- Members should practice and achieve skill proficiency at the **Company level** prior to testing.
- The timetable for completion of JPR accompanies the yearly training schedule which is distributed in the last quarter of the calendar year.
- At this time, **only** Certified Fire Instructors or Assistant Fire Instructors are authorized to sign off the JPR.

### References

Washington Township Fire Department  
*Training Report* (Form 4B)  
*Course Sign-In* sheet (Form 4C)

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<sup>1</sup> This would be for unscheduled training conducted outside of the Department's regular training plan.  
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