

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

Policy #:	5.309	Effective Date:	12/1/2013
Title:	SPFD Firefighter Two Training (FT)	# of pages:	3
Category:	Training	Classification:	Green

1. **PURPOSE:** To outline to requirements of the South Portland Fire Department’s Firefighter 2 program as part of the 36 month SPFD Firefighter 1 & 2 program for new hires.
2. **POLICY:** This policy applies to all new employees hired after December 2013, and is to be completed during their second 18 months of employment and prior to 36 months employment. Firefighter 1 shall have been successfully completed prior to this training.
3. **PROCEDURES:**

General

1. Both the Firefighter, and the Firefighter’s Company Officer, shall be held equally responsible for the proper completion of this program.
2. The Firefighter shall have 18 months to complete SPFD Firefighter Level 2.
3. SPFD Firefighter Level 2 program may change from time to time as training programs are updated. Once hired a firefighter will only be responsible for the training as assigned to them per the training requirement/schedule issued to them upon hiring.

Company Officer’s Responsibility

1. The Company Officer shall be responsible to insure that the training is completed per the enclosed schedule. It is acceptable to exceed the schedule of training; however, at no time shall the schedule be allowed to fall behind without just cause. In the event that the training schedule falls behind, the Company Officer shall immediately notify the Deputy Chief in Charge of Training of this fact in writing, stating the reason why and the plan of action to get back on schedule.
2. It shall be the Company Officer’s responsibility to oversee all training and testing. However, realizing that job demands may make this difficult, there will be an acceptable allowance for the Officer to delegate portions of this training. This delegation must be within the top three seniority slots and the Firefighter performing the training shall be a SPFD Firefighter 2 themselves. It shall not be acceptable for the officer to delegate this entire training process, and he/she shall maintain an active role within this process. All personnel performing the training shall first be required to read through the implementation guide so as to be able to properly utilize the lesson plans.
3. In all cases, all training shall be performed strictly from the lesson plans and student skill sheets at the bare minimum. It obviously is permissible to exceed this level of training.

4. The Company Officer shall be responsible to insure that all training and testing has been properly documented and submitted to the Deputy Chief in Charge of Training, as required.

Firefighter's Responsibility

1. Each new Firefighter shall receive the following;
 - a. Fire Department Notebook
 - b. SPFD Firefighter 2 Training Requirements/Schedule
2. The Firefighter shall be strictly responsible for completing all of the following;
 - a. All reading assignments
 - b. Complete student application package for the lesson.
 - c. Successfully pass all written exams
 - d. Successfully pass all performance standard requirements.
 - e. Successfully complete all job sheets/skill drill sheets for each lesson.
3. If a Firefighter feels that their training is getting behind, he/she shall immediately bring this concern to their Company Officer.
4. The Firefighter shall be required to complete all training assignments on time as required by the Company Officer and the department training schedule.
5. The Firefighter shall notify the Company Officer that they are ready to take the quiz(s) for the section. No quiz shall be given until all other requirements of the lesson have been completed including the complete student application package.

Documentation

1. Upon total completion of one month's training, the Company Officer shall complete a FF 1 & 2 Monthly Competency Signoff sheet for each month and forward a copy of it along with a copy of the quiz(s) to the Deputy in Charge of Training. A copy of the quiz(s) shall remain with the Firefighter in his/her binder.
2. All job/skill drill sheets shall remain with the Firefighters his/her binder, but shall remain available for inspection at anytime.
3. Both the Company Officer and Firefighter trainee shall keep a copy of the Completion Record, in order to track training that has been completed. Upon successful completion of an entire section, the Company Officer shall sign and date both copies. The Company Officer's copy shall be forwarded to the Training Deputy for review, upon completion of each three month's training.

4. When a Firefighter has successfully completed the entire training program for a given level, the Completion Form (pay) shall be completed and forwarded through the proper channels.

Training Schedule

The training schedule shall be accordance with the assigned months on the SPFD Firefighter Level 2 Training - Completion Record.

4. REFERENCES:

- None

By Order Of:

Kevin W Guimond

Kevin W. Guimond
Fire Chief