
	<b>STANDARD OPERATING GUIDELINE</b>				
	OPERATIONS				
	TRAINING DIVISION OPERATIONS				
	Effective: 30/Jul/97	Revised: 28/Dec/20	S.O.G. #: O-301	Page: 1 of 3	

**1.0 Purpose**

1.1 The purpose of this standard is to outline the various tasks, functions, and responsibilities of the Training Division for the Highland Park Fire Department.

**2.0 Responsibility**

2.1 It is the responsibility of all Department personnel to understand the procedures documented in this Standard Operating Guideline.

**3.0 Guidelines**

3.1 The Highland Park Fire Department Training Division follows nationally accepted standards as guidelines for its training program. Certification of Firefighters and Officers and approval of courses taught through the Training Division are accomplished through compliance with the requirements of the Office of the State Fire Marshal's Fire Service Training Standards.

3.2 The intent of the Highland Park Fire Department training program is to ensure that members of the department are trained and competency is maintained to effectively, efficiently, and safely execute all responsibilities consistent with the department's mandate.

**4.0 Management Functions**

4.1 The Fire Chief is responsible for the department training program and shall designate an individual to act as an administrator of the program. The Fire Chief shall budget for training facilities, expendable supplies, training aids, and training staff, including both in-house and guest instructors where used.

4.2 Chief Officers are required to fully support and ensure that the training activities developed by the Training Division are carried out within their respective commands. They shall coordinate training with other activities and report on training completed.

4.3 Chief Officers will assist the Training Division in evaluating the training program effectiveness by ensuring an evaluation of fire prevention, public education, and response activities.

4.4 Chief Officers will evaluate the performance of multiple companies in group training sessions.

**5.0 The Training Officer**

5.1 The Training Officer will furnish the subjects for the training program. The program shall be coordinated with the needs of department personnel and shall utilize available resources within the community.

5.2 The Training Officer will furnish the performance standards to be covered by the training program and develop schedules to ensure that the appropriate members of the department meet the standards.



5.3 The Training Officer is responsible for supervising the work of department personnel assigned as instructors or assistants.

5.4 The Training Officer is responsible for maintaining compliance training sheets, forms and records for the department and shall be supplied the necessary equipment to do so.

5.5 The Training Officer will ensure that multiple levels of growth, ranging from individual, company, platoon, and organizational development to occur. That interoperability between inter-divisional departments transpires while the Division standards are followed.

**6.0 Special Functions**

6.1 The personnel in charge of Hazardous Materials, Dive, Technical Rescue, Arson Investigation and other specialized areas are responsible for special training needed by the personnel assigned to those particular Team's functions. Staff personnel shall coordinate any special training with city or civilian programs for the department with the Training Officer.

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**7.0 Training of Company Officers**



7.1 It is desirable that Company Officers participate in training that will allow them to achieve the Company Fire Officer Certification. It is also desirable that Advanced Fire Officer Certification be achieved for those promoted to Battalion Chief. These programs meet the Level I and Level II requirements of N.F.P.A. 1021, Standard for Fire Officer Professional Qualifications, and the Level I requirements of N.F.P.A. 1041, Standard for Fire Service Instructor Professional Qualifications.

**8.0 Training of Company Members**

- 8.1 Company Officers are responsible for the ongoing, in-service training of members of the company assigned to them, since the unit must work together as a team.
- 8.2 Sufficient time will be spent on training during company duty tours so that regular tests of proficiency are met.
- 8.3 The Training Division will furnish the subject matter for Company and individual training using lesson plans, Job Performance Requirements (JPRs) and OSFM standards through “Target Solutions” (TS) training platform and also through the Platoon Training schedule on Outlook.
- 8.4 Company Officers are required to complete the training schedule, document all hours of training in FireHouse Software, and forward this information to the Training Division. They shall coordinate the various daily company activities so that all assigned members receive the scheduled training.
- 8.5 The Training Committee, Company Officers, Acting Officers and Co-workers will periodically evaluate members assigned to them using departmental JPRs to determine training effectiveness.

**9.0 Training of New Personnel**

- 9.1 New personnel shall receive training before engaging in emergency duties to ensure that trainees can work safely and effectively at emergencies. This training shall be the foundation for subsequent in-service training.
- 9.2 Minimum levels of training are required by the Highland Park Fire Department and are found in several sources.
  - 9.2.1 Rules and Regulations of the Office of the State Fire Marshal, Division of Personnel Standards and Education as adopted by the City of Highland Park on May 9, 1983.
  - 9.2.2 Training requirements as set forth by the Insurance Services Office of Illinois.
  - 9.2.3 Job descriptions and specifications as approved by the Fire Chief.
    - 9.2.3.1 Each firefighter is required to be State certified as Basic Operations Firefighter, Fire Service Vehicle Operations, Fire Apparatus Engineer (FAE), Technical Rescue Awareness, and Hazardous Materials Operations as well as National Incident Management System (NIMS) 100-200-700 and “Courage-To-Be-Safe” certified
    - 9.2.3.2 Each firefighter is required to be certified as a Paramedic.
    - 9.2.3.3 Various specialty training programs such as Hazardous Materials Technician, Fire Investigation, Technical Rescue, or Open Water Diver are provided to members of the department that are on special teams.
- 9.3 Recruit training will be completed at an accepted fire academy or other certified training academy. The recruit will complete Basic Operations, Firefighter Fire Service Vehicle Operations, Technical Rescue Awareness and Hazardous Materials Operations.
- 9.4 Probationary employees shall have a one year training program designed to better develop and hone the requisite skills for Company Operations. The training program will be designed to build confidence, develop pride, and enhance physical fitness while ensuring an organization belief in safety. The employee’s progress as well as the departments will be gaged by a quarterly evaluation and review from the training committee.

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**10.0 Application Process for O.S.F.M. Exams**

- 10.1 The process of applying to the O.S.F.M. for examination to be certified in an area or field means that the applicant has completed learning experiences in that specific field or area. In order to complete the application process, certain requirements are to be met.
  - 101.1 The employee shall register with O.S.F.M. using their city email and have access to their personal records and certifications via the O.S.F.M. portal. The employee should verify that all O.S.F.M prerequisites have been fulfilled for the course or certification they are challenging. The employee shall maintain responsibility for their career paths and desired advancement through the fire service.
  - 101.2 The employee shall make a request to the Training Division to take an exam. This request shall be made in writing by either email or departmental memo and will document the test type requested (FF III, Haz-Mat First Responder, etc.) and three test dates, times, and locations. A list of test dates and locations is located in each station's training manual. **This request must be submitted to the Training Division a minimum of 45 days prior to the test** in order to process the request and submit it to the State.
  - 101.3 The Training Division will access the computer training records and verify that the employee has met the requirements to be able to take the exam.
  - 101.4 The Training Division will fill out the appropriate application and process it. Forms for employees that don't work 24 hour shifts will be processed to the Deputy Chief.

**11.0 Submittal Process for Training Activities**

- 11.1 Submittal of the proper form for an outside training course must be completed well in advance of the course. This process will begin with the submittal of a written request and a City Tuition Reimbursement Form to your Company Officer who will then forward it to the Battalion Chief for submittal to the Deputy Fire Chief. Also, the employee must be at the top of the prerequisite certification ladder, (e.g. Advanced Technician Firefighter to take a Company Fire Officer class.
- 11.2 The person requesting to attend the class will have to make arrangements to have his position covered when he/she will be absent from duty (unless the department is sending that individual).
- 11.3 Any course taken will have to be paid for by the employee attending. Upon successful completion of the course with a grade of "C" or better, a grade report and the receipts for tuition and books may be submitted for reimbursement.
- 11.4 The Deputy Chief will determine if the person submitting the request will be allowed to attend the class.

**12.0 Reference**

- 12.1 Highland Park Fire Department

Approved:  Fire Chief