



# HIGHLAND PARK FIRE DEPARTMENT POLICY MANUAL



## POLICY #42

### DEPARTMENT TRAINING REQUIREMENTS

EFFECTIVE

12/FEB/2019

REVISED

30/OCTOBER/2020

#### 1.0 Purpose

- 1.1 The purpose of this policy is to establish guidelines on the required training for the positions of Firefighter, Lieutenant and Battalion Chief.
- 1.2 Covered under this policy will be:
  - 1.2.1 The classes that a Department member will be sent to
  - 1.2.2 The classes where overtime compensation will be provided
  - 1.2.3 The classes where only shift coverage will be covered
  - 1.2.4 The classes where tuition reimbursement applications must be submitted for

#### 2.0 Responsibility

- 2.1 It is the responsibility of all personnel to know and understand all aspects of this Policy.

#### 3.0 Policy

##### 3.1 Recruit Firefighter

- 3.1.1 A Recruit Firefighter is a department new hire that has not been trained through an accredited Fire Academy. The recruit Firefighter is not a sworn member of the department, and is not covered under the Downstate Firefighter Pension system.
- 3.1.2 Fire Academy
  - 3.1.2.1 The recruit firefighter will be sent to an accredited Fire Academy to be trained to the Basic Firefighter level (Firefighter II). Also included in the Fire Academy training will be
    - 3.1.2.1.1 Hazmat Operations
    - 3.1.2.1.2 Technical Rescue Awareness
    - 3.1.2.1.3 Fire Service Vehicle Operations (FSVO) classroom portion

##### 3.2 Firefighter

- 3.2.1 A certified Basic Firefighter that is assigned to shift work
- 3.2.2 Fire Service Vehicle Operations (FSVO)
  - 3.2.2.1 Any firefighter in need of this training, following the successful completion of probation, will be sent by the department.
    - 3.2.2.1.1 Within one year following probation
    - 3.2.2.1.2 Cost of the class will be covered by the Department
    - 3.2.2.1.3 Shift coverage will be provided
    - 3.2.2.1.4 Overtime will be paid
- 3.2.3 Fire Apparatus Engineer (FAE)
  - 3.2.3.1.1 Within two years following probation
  - 3.2.3.1.2 Cost of the class will be covered by the Department
  - 3.2.3.1.3 Shift coverage will be provided

- 3.2.3.1.4 Overtime will be paid
- 3.2.4 VMO
  - 3.2.4.1 At the department's discretion, the firefighter will be trained in house or sent to an outside class.
    - 3.2.4.1.1 If sent to an outside class, a tuition reimbursement request may be required.
  - 3.2.4.2 It is the department's goal to have a firefighter certified in VMO within four years.
- 3.2.5 Advanced Firefighter
  - 3.2.5.1 It is the intent of the department to have the firefighter certified to the Advanced FF level within 5 years.
  - 3.2.5.2 Training and practical exercises can be completed through in house department training.
  - 3.2.5.3 If a Firefighter chooses to attend an outside training program to achieve this certification:
    - 3.2.5.3.1 They are responsible for the cost, but may submit for tuition reimbursement
    - 3.2.5.3.2 Overtime will not be paid
    - 3.2.5.3.3 Shift coverage will be provided at the discretion of the Fire Chief.
- 3.2.6 Fire Ground Company Officer
  - 3.2.6.1.1 The Firefighter is responsible for the cost, but may submit for tuition reimbursement.
  - 3.2.6.1.2 Overtime will not be paid
  - 3.2.6.1.3 Shift coverage will be provide in accordance to Policy #30.
- 3.2.7 Engine Company Operations
  - 3.2.7.1.1 The Firefighter is responsible for the cost, but may submit for tuition reimbursement.
  - 3.2.7.1.2 Overtime will not be paid
  - 3.2.7.1.3 Shift coverage will be provide in accordance to Policy #30.
- 3.2.8 Truck Company Operations
  - 3.2.8.1.1 The Firefighter is responsible for the cost, but may submit for tuition reimbursement.
  - 3.2.8.1.2 Overtime will not be paid
  - 3.2.8.1.3 Shift coverage will be provide in accordance to Policy #30.
- 3.2.9 RIT Under fire
  - 3.2.9.1.1 The Firefighter is responsible for the cost, but may submit for tuition reimbursement.
  - 3.2.9.1.2 Overtime will not be paid
  - 3.2.9.1.3 Shift coverage will be provide in accordance to Policy #30.
- 3.2.10 Smoke Divers
  - 3.2.10.1.1 The Firefighter is responsible for the cost, but may submit for tuition reimbursement.
  - 3.2.10.1.2 Overtime will not be paid
  - 3.2.10.1.3 Shift coverage will be provide in accordance to Policy #30.
- 3.2.11 Fire Officer 1/Basic Fire Officer
  - 3.2.11.1 Any Firefighter interested in advancing to the position of Lieutenant is encouraged to pursue certification as a Fire Officer 1/Basic Fire Officer.
    - 3.2.11.1.1 The Firefighter is responsible for the cost, but may submit for tuition reimbursement.
    - 3.2.11.1.2 Overtime will not be paid

3.2.11.1.3 Shift coverage will be provide in accordance to Policy #30.

3.3 Lieutenant

3.3.1 Incident Safety Officer

3.3.1.1 It is the Department's goal to certify a Lieutenant as an Incident Safety Officer within two years of promotion to Lieutenant.

3.3.1.1.1 Cost of the class will be covered by the Department

3.3.1.1.2 Shift coverage will be provided

3.3.1.1.3 Overtime will be paid

3.3.2 Fire Officer II /Advanced Fire Officer

3.3.2.1 A Lieutenant is encouraged to seek and obtain certification as a Fire Officer II/Advanced Fire Officer within 5 years of promotion to Lieutenant.

3.3.2.1.1 This is important for individuals interested in advancing to the level of Battalion Chief

3.3.2.1.2 This is also a Department priority for the Lieutenant acting up in the position of Battalion Chief

3.3.2.1.3 The Lieutenant is responsible for the cost, but may submit for tuition reimbursement.

3.3.2.1.4 Overtime will not be paid

3.3.2.1.5 Shift coverage will be provide in accordance to Policy #30.

3.4 Battalion Chief

3.4.1 Hazmat Incident Command

3.4.1.1 Within one year of being promoted to the position, the Department will send the Battalion Chief to the needed class.

3.4.1.1.1 Shift coverage will be provided

3.4.1.1.2 Overtime will be paid

3.4.1.1.3 Tuition reimbursement may be required to cover the cost of the class

3.4.2 NIMS 300

3.4.2.1 Certification should be completed within three years

3.4.2.2 Shift coverage will be provided

3.4.2.3 Overtime will not be paid

3.4.3 NIMS 400

3.4.3.1 Certification should be completed within four years

3.4.3.2 Shift coverage will be provided

3.4.3.3 Overtime will not be paid

3.5 Chief Fire Officer

4.0 Reference

4.1 Highland Park Fire Department

4.2 Highland Park Fire Department Policy #30

Approved:  Fire Chief

