

<b>TITLE</b> OPERATIONS MANUAL	<b>STANDARD</b> INSTRUCTION 05		<b>DEPARTMENT</b> FIRE
<b>SUBJECT</b> TRAINING: PROGRAMS	<b>SECTION</b> 15	<b>PAGE</b> 1 of 2	<b>EFFECTIVE DATE</b> 07/01/01

## XV. TRAINING PROGRAM

### A. Trainer of the Year

1. The Trainer of the Year Program is designed to recognize the efforts of individuals that have tirelessly put forth efforts to deliver quality training programs and improve the overall effectiveness, through training and preparation, of Department personnel in all classifications.
2. Any individual that has made significant contributions to the improvement of training for SDF&LSS employees is eligible. The criteria for selection are broad and inclusive. It includes, but not limited to, developing and delivering classes, development of realistic training scenarios, sustained dynamic delivery of instruction, sustained performance in teaching other personnel, or the development of a training program.
3. The venues include, but not limited to, In-service Training, Multi Company Drills, Basic Fire Academy, Fire Control III, Bomberos Training Program, Emergency Medical Services, Driver Training, or any program that involves Community Education.
4. A Bulletin is published in June seeking nominations. Once all nomination have been received, a panel is convened to review the nominations and a selection is made.
5. The individual selected will receive a Plaque, Division Citation, and 24 hours Discretionary Leave.

### B. Class Exam Preparation

1. The Training and Safety Division recognizes the need for personnel to strengthen their manipulative skills prior to taking a manipulative class exam.
2. The Training and Safety Division will schedule equipment practice sessions prior to the Class Exam manipulative portion. Attendance is strictly voluntary. Two sessions will be conducted on a shift basis and an individual may attend either or both days.
3. Information on these training sessions will be distributed by the Training and Safety Officer via a Department Bulletin.

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C. Career Development Courses

1. The Training and Safety Division administers the Career Development Program. This program is designed to provide job related information at no cost to the employee. Classes are conducted quarterly and the subject matter can include a broad range of materials.
2. Any individual with expertise in an area, that has an interest in developing and delivering a class, can submit their request to the Training and Safety Officer for approval. These classes can include but not limited to building construction, fire investigation, rescue, wildland, or any job related topic.
3. The classes are designed to be delivered in a one or two day format on a shift basis. This allows the maximum attendance possible. Participants will receive a Certificate of Completion.