

	<b>Terryville Fire Department Chiefs Policies</b>	
	<u>Subject</u> <b>Attendance Credit &amp; Tracking</b>	CP # 2-08  Initiated 3/1/2015
	<u>Authority</u> <b>Chief of Department</b>	Revised  3/16/2023

**A. PURPOSE**

1. It is the intent of the Terryville Fire Department to ensure we accurately track attendance for both incidents and non-incidents, such as drills, trainings, meetings and work details.

**B. PROCEDURE**

1. Any member wishing to receive credit for any function must use the biometric finger reader. By following these procedures, it will ensure proper credit when attending alarms or non-incident events. Upon properly confirming attendance, the event on the screen will change color from yellow to green. Members must ensure that the information entered regarding apparatus and assignment is accurate as this information is transcribed to the incident report.
2. Events that are listed on the department calendar should already be preloaded into the system. However, if you are attending an event that is not on the calendar, such as Firefighter 1 classes, CME classes, outside seminars, etc., the Officer in Charge (OIC) of the event is responsible for notifying the dispatcher of the event information. In the absence of a Chief or Line Officer, the OIC will be the senior member. The dispatcher shall be advised of the following:
  - a. Description of the event.
  - b. Start time and estimated end time of event.
  - c. Advise if it is a training, meeting, or work detail.
3. It is recommended you make the above notification prior to your event to minimize your wait time upon completion. Upon completion of the event, the member shall notify the dispatcher to activate the attendance system and provide any additional information such as a change in end time, etc.
4. A supplemental sheet shall only be used for attendance if:
  - a. The biometric finger reader system is not functioning.
  - b. The biometric finger reader has repeatedly rejected a member’s hand (the member shall then make a reasonable effort to have their finger reloaded by appropriate on-duty district personnel)

Station 2 and Station 3 shall fax the sheet to the dispatcher prior to placing it in the Sign-In Sheet mailbox. It is recommended to call the dispatcher to ensure he/she received the fax. In the event that the fax machine is not functioning, the OIC shall call the dispatcher and provide the badge numbers of the members in attendance and then place sheet in mailbox. Station 1 shall provide the dispatcher with their supplemental sheet, who will then place in the Sign-In Sheet mailbox after manually entering the attendance.

5. If a member attends a Haz-Mat refresher class with another department or online or takes the online training for Blood Borne Pathogens or Sexual Harassment & Workplace Violence, the member shall submit proof of completion to the Chiefs Office. The member will be added to the attendance of the makeup event. Members shall not have the dispatcher create a new event for these make-up classes.
  - a. For all classes not hosted by the Terryville Fire Department, members shall submit the completed sign-in sheet, certificate of completion and the supplementary VFIS training documentation form, if applicable.
  - b. Online group sessions are not permitted,
6. Under no circumstances should members sign in for an event in which they did not participate.
7. LOSAP rules prevent members from receiving credit for multiple events occurring at the same time. You may, however, receive department credit for alarms missed during fire department trainings and seminars such as EMT, SCFA Classes, etc. This is accomplished by completing and submitting a supplemental sign-in sheet directly to the Chiefs Office for the missed alarm(s). Please accompany the sheet with a note indicating the class or event you were attending. The Chiefs Office will review the request and grant credit for the alarms when appropriate.
8. It is the member's responsibility to ensure their attendance report is accurate. Reports are posted monthly in each station and emailed to all members that provide the district with a valid email address.
  - a. Any discrepancy in attendance shall be identified and reported within 60 days of the event in question by submitting a letter to the chiefs office. Company officer maintain an allotment of these letters and they are also located on the department website.