


SOG# 505-9	Standard Operating Guideline	Administrative
	<h1 style="text-align: center;">Cumberland Road Fire Department Inc.</h1>	Approved By
		Steven W. Parrish, Fire Chief
	Business Meeting and Training Sessions	Effective Date
		Revised Date
		April 15, 1993
		January 1, 2018

PURPOSE:

The purpose of training sessions is for members to obtain their minimum hours of training required by the department. Business Meetings are held so that members will be kept informed of all activities, changes, and other business associated with the department.

APPLICATION:

This standard applies to volunteer and paid staff members of the Cumberland Road Fire Department.

STANDARD OPERATING GUIDELINE:

As of the effective date of this standard, attendance to all departmental training sessions will be mandatory, unless excused by a Training Officer. All volunteer members of the department are required to reach and maintain a minimum of twelve (12) hours of training per month. Paid Staff members are required to reach and maintain a minimum of eighteen (18) hours of training per month. A member may not be excused from any departmental training session, regardless of the amount of training at any point of the month. Attendance is mandatory unless excused by the above persons. Paid Staff members while on duty are required to attend training sessions. If your shift is scheduled to end at 20:00 or if you are coming on at 20:00 your attendance is mandatory throughout the time you are considered clocked in and on duty.

All members should dress appropriately, prepared for a classroom setting or hands on scenario based training. The Training Officer may schedule additional training sessions as necessary. Attendance to these sessions is highly recommended.

No more than 3 consecutive training night meetings can be missed without permission from the Training Staff. If no contact is received from the member in question after this allotted time, **Cumberland Road Fire Department reserves the right to remove the individual from its membership for reasons of no contact or no response.** Any member unable to attend a training session or meeting shall notify a Training Officer before the start of the training session or meeting.

In the event of unusual circumstances and a member is unable to notify a Training Officer, the member may explain their situation to the Assistant Chief of the Department at the next training session or meeting. The Assistant Chief of the Department will then make the determination of excused or unexcused absence.

This standard supersedes any other publications.