

## Training Records

### 613.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the district and all training received by individual district members. This policy shall apply to all training received but particularly training that is mandated by an external force such as a law, statute, or regulation.

### 613.2 POLICY

It is the policy of the Blue Ridge Fire District to maintain comprehensive records of all training provided by the district and all training received by district members. The Training Coordinator or the authorized designee shall be responsible for creating and maintaining training records. All members of the district are responsible for assisting the Training Division in documenting training activities by signing course rosters, submitting certificates of completion from outside training or providing other means of training documentation.

Training records may be documented utilizing either hard copies stored in a traditional filing system or via electronic files. All electronic training records will be redundantly stored using district-approved secure electronic file storage systems.

### 613.3 MASTER TRAINING CALENDAR

The Training Division will create and maintain an annual master training calendar for the district. This calendar will document all district-provided, regularly scheduled training opportunities. The master training calendar should be a living document, reflecting any changes made in the actual training schedule or actual training opportunities provided throughout the year. The training opportunities in the master training calendar should include, but are not limited to:

- (a) All federal or state mandated training. Examples include courses that address sexual harassment prevention, medical records privacy, personal protective equipment, bloodborne pathogens, CPR, and hearing protection.
- (b) All federal or state mandated training drills, manipulative drills, skills or equipment testing, including annual audiograms and fit testing for Occupational Safety and Health Administration/National Institute for Occupational Safety and Health (OSHA/NIOSH)-approved masks and respirators.
- (c) All Arizona Center for Fire Service Excellence and other training provided by the district.
- (d) Specific training and certification for “all-hazards” positions, based on the Incident Command System (ICS), the National Incident Management System (NIMS) or other NIMS-compliant incident management system.
- (e) All NIMS, ICS, and NIMS-compliant incident management system courses.

## *Training Records*

---

- (f) All Emergency Medical Services (EMS) pre-hospital care, continuing education courses or programs provided by the district.
- (g) Any training opportunity scheduled through the Training Division and intended to be provided division-wide to each of the Divisions.
- (h) Any training opportunity utilizing instruction from outside the district.
- (i) Any interagency cooperative training program or activity.
- (j) Any regularly scheduled skills, drills or job performance training and testing evolutions.

Copies of each year's master training calendar will be maintained and retained in the Training Division files based on district-established records retention schedules.

### **613.4 DIVISION TRAINING RECORDS**

The Training Coordinator shall be responsible for maintaining records of all training provided by all Divisions of the District. All Divisions are required to submit documentation for each training session offered. The information in each record shall include, but is not limited to:

- (a) The course title.
- (b) An outline of the subject matter and specific details of any information mandated by federal or state code, Arizona Division of Occupational Safety and Health regulation or other requirement.
- (c) The dates the course was provided to members.
- (d) The instructor names, qualifications and/or certifications.
- (e) Copies of course curriculum, course duration, information sheets or other course content provided to students.
- (f) Copies of course evaluations submitted by students.
- (g) Attendance records for each course session, including each member's name or other identifier.

### **613.5 INDIVIDUAL TRAINING RECORDS**

The Training Division will create and maintain an individual training file for each member of the district. The training files will be kept separate from the district's personnel files. The member training files should be used to document a member's training courses and training-related programs and activities.

The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records or any other documentation that is not specifically training-related. Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be

### *Training Records*

---

factually incorrect or erroneously entered into that member's training file. Each member's training file will be part of that member's permanent record of activity while employed by the district.

When a member ends employment with the district, that member's training file will be archived and maintained in accordance with the district's established records retention schedule.

Members of the District shall be provided access to their individual training file upon request. A member may request to review his/her training file either verbally or in writing. The Training Coordinator should facilitate those requests as soon as practicable but in all cases within 21 days of the member's request to review his/her file. Members may not remove any document or information from the training file without the express approval of the Training Coordinator. Members may not add any documents or entries to their training file without the approval of the Training Coordinator or other approved member of the Training Division staff. Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should be organized to readily allow for the retrieval of specific training subject documentation, particularly in regard to documentation of any mandated training subject compliance.

Member training files should contain documentation of all work- or job-related licensing and certification that the member earns, achieves, or is awarded. Information regarding member progress toward or application for licensing and certification should also be stored in the member training files. Examples include National Wildfire Coordinating Group (NWCG) coursework, NWCG position task books and certifications, NIMS certifications, ICS certifications, Arizona Center for Fire Service Excellence certifications, International Fire Service Accreditation Congress certifications, and Arizona Bureau of Emergency Medical Services & Trauma System pre-hospital care provider continuing education coursework, licensing, and certification records (Emergency Medical Care Technician).

#### **613.6 TRAINING RECORDS FROM PREVIOUS EMPLOYERS**

Members of the District may submit training records from previous employers to the Training Coordinator for inclusion in their individual training file. The Training Coordinator will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. New members should submit to the Training Coordinator copies of any licenses, certifications and coursework that are pertinent to their position with the Blue Ridge Fire District.

The Training Coordinator may request that new members obtain and submit copies of any previous employer training files for inclusion in their Blue Ridge Fire District training file.

#### **613.7 RELEASE OF FORMER MEMBER TRAINING RECORDS**

Upon written request, the individual training file of any former Blue Ridge Fire District member may be copied and released to either the former member or to a third party upon receipt of a signed written request from the former member of the district. The written request should include the past

# Blue Ridge Fire District

## Policy Manual

### *Training Records*

---

member's full name, approximate dates of employment with the district and date of separation from employment with the district. In the event that the former member is requesting that copies of his/her file be sent directly to a third party, the written request should include a statement authorizing the Blue Ridge Fire District to release copies to the named third party.