

LAKEWOOD FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SOG NUMBER: 101.22	RULE & REGULATION
DATE IMPLEMENTED: APRIL 11, 2022 DATE REVISED:	TITLE: COMPANY DRILL/TRAINING REPORTS

PURPOSE:

This guideline was promulgated to assist in keeping comprehensive training and/or drill session reports throughout the district.

SCOPE:

All career and volunteer officers and firefighters of the Lakewood Fire Department.

PROCEDURE:

1. Volunteer fire companies shall hold at minimum one (1) company training session per month. Career fire companies are encouraged to hold training sessions daily.
2. Upon the completion of the company training session, or any other group training session (three or more members), the Ranking Officer or Senior Firefighter of the respective company (or group) shall complete an LFD Training Report and submit same to the Chief of Department via email or other electronic communication. Career personnel shall log their training sessions directly in the Red Alert software.
3. Special attention shall be directed to a complete and accurate listing of the respective personnel who attended the training session so these individuals can be accurately recorded.
4. All members recorded must partake in the training and be ready, willing and able to perform all aspects of the training session.
5. A start and end time of the training session along with a detailed description of the training session with the name of the instructor and the location of the training must be noted and the specific equipment used to carry out the training session must also be recorded.
6. To assist Fire Headquarters in recording and filing Training Reports in a timely manner, every effort shall be made to submit the LFD Company Training Report immediately following the training session. Should this not be possible, every effort should be made to submit the Training Report as soon as practicable.
7. Upon submittal of the Company Training Reports to the Fire Chief, all Training Reports will be recorded in the Red Alert software under the "Department Training" tab, and copies of the report will be scanned and uploaded to the system for future reference.
8. LFD Company Training Report forms will be maintained at respective firehouses and/or on district provided computers/tablets.

LFD COMPANY TRAINING REPORT

Date: _____

Training Location: _____ LFD Company: _____

Start Time: _____ End Time: _____

Description of Training:

(Detailed Description of the Training Session, Name of the Instructor, Specific Equipment Used)

Comments:

Members in Attendance: (Print Name)

The undersigned certifies that the listed members were in attendance and participated in the training methods described on the date, and time listed above:

Submitted By: _____ Signature: _____