

BODEGA BAY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINE

WRITTEN BY: *Elson*

APPROVED BY: *[Signature]*

NUMBER: *50*

SUBJECT: *TRAINING RECORDS*

DATE: *1JUNE95*

UPDATED: *10APR06*

Every organized training or education event whether in or outside the District, shall be documented for your personnel file.

After a training or educational class, complete the TRAINING RECORD FORM and place into the Training Officer's box. To be accepted for credit, the training or educational class shall be at least 30 minutes to be considered.

All training information shall be entered into each employees training file by the Training Officer or his/her designee.

When multiple employees have attended a training class, the instructor or senior employee shall complete the training form.

Outside District training will require certification or class completion letter for records.

The training officer shall print out the employees training file on an annual basis.