

BODEGA BAY FIRE DISTRICT

STANDARD OPERATING PROCEDURE

WRITTEN BY: *[Signature]* APPROVED BY: *[Signature]* NUMBER: 45

SUBJECT: TRAINING TOPIC

DATE: 12JUN95

BBFPD has established a training program with the District Training Officer to administer the entire program.

Training topic's shall be assigned on a monthly basis. A complete training packet shall be given to each shift supervisor at the beginning of each month. Each packet shall include the following:

- Monthly training topic
- Monthly training objectives
- Monthly training instructional guide
- Monthly required reading/study material
- Monthly Safety topic
- Monthly training video's (if available)
- Any additional training information necessary

Each shift shall study and participate in the topic of the month. Regular schedule Saturday training's will utilize this topic as a subject. More than one training topic may be considered during the course of one month. Shift supervisors may train on an additional topic only after the monthly topic has been thoroughly reviewed and practiced with efficiency.

Individual's requesting training topic's for future months, shall make the request in writing to the Training Officer.

All Volunteer, Part-time, Paid-call and Career personnel shall prepare for a written quiz on the monthly training topic's at the conclusion of the month.