

**TOWN OF WATERTOWN FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

SECTION: Training
SUBJECT: Department General Training Guidelines
REVISED: 7/2013

PURPOSE:

To clearly outline official departmental training dates.

POLICY:

- A. The town of Watertown fire Department will adhere to this guideline when setting Up training dates.
- B. Upcoming training dates will be given by the training officer At the monthly general membership meetings.
- C. The department training officer will have a yearly outline for the OSHA refresher training.
- D. Outside OSHA training can only account for hours towards the eight hour annual OSHA training required. The other four hours must be done in-house.
- E. The department requires a minimum training per year. They be eight hours OSHA refresher, in eight hours departmental training per year.(Not achieving eight hours of OSHA training per year will result in the number being removed from the active roster).

RESPONSIBILITY:

It is the responsibility of all town of Watertown officers sure this guideline is adhered to, and training is conducted.

PROCEDURES:

- A. Officers:
 - 1. each officer will conduct one training session per year, as part of their offices position. Noncompliance may make the officer not eligible for re-election as an officer, including chief officers.
- B. General:
 - 1. Training will be coordinated through the department training officer.
 - 2. The town of Watertown fire Department featuring the deeds will be the third and fourth Wednesdays of the month. If a fifth Wednesday is present, that will also be a scheduled training date.
 - 3. Any officer can conduct a training session any day of the week, as long as it is coordinated through the training officer, and is announced for all available members to attend.