

501 Training Documentation

PURPOSE: To identify the basic training documentation and session recording expectations.

I. Training Documentation

1. The recording of categorized fire service activities is extremely important for East County Fire & Rescue and its membership. Verification of training requirements is mandatory. It is mandatory that lead instructors turn in all training record information to the training officer or his designee immediately after the session.
2. A short description of what occurred or a copy of the lesson plan shall be included with the information. A safety topic must be part of each training or drill session.
3. These entries provide an effective means of documenting for firefighter reimbursement, recognition, re-certification, and the required training of promotional processes and could be used for future verification and proof of training.