

Campbell County Fire Department Policy

General Administration

Orientation and Training



900.204

PURPOSE:

Fire Department provides orientation programs for new employees and may conduct or support training programs as deemed appropriate.

SCOPE:

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

POLICY:

- A. Each supervisor is responsible for the overall development and coordination of the orientation program and for implementing the portions that cover Fire Department philosophy, policies, benefits, and new employee files, and documentation. Each supervisor is responsible for orientation as it applies to introducing the new employee to the specific job and department and may select a co-worker to serve as a sponsor to facilitate the new employee's transition.
- B. Supervisors may recommend employees for special training programs, for providing on-the-job training, or for arranging on-the-job trainers. Such training will normally be conducted during regular working hours when practical.
- C. Supervisors may recommend employee participation in continuing education and/or training programs when such instruction is deemed beneficial or considered necessary to meet the requirements of the position. Education and/or training must be approved by the agency head, within budgetary requirements. In some cases, employees may be required to enroll in and complete such programs satisfactorily to meet the conditions of the position. (Refer to Policy 900.501, Training and Educational Assistance, for additional information.)
- D. The Fire Department may consider the feasibility of sponsoring or conducting special programs when continuing education and in-service programs are required for licensing or re-certification of a license for groups of employees. Under such circumstances, it will apply for approval by the licensing authority and will seek to comply with all requirements established by such authority.
- E. The Fire Department may provide special training programs for safety and health matters when deemed necessary.
- F. Employees may receive certificates of completion for successfully completing Fire Department approved or sponsored training and educational programs. The Fire

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Sam Saunders, Chairman

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Department will maintain records of all training programs completed by each employee.

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