



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Training	SOP: 12.6
Subject: Training Attendance Logging	Executed: August 8, 2014 Revised: August 20, 2014
Approved:  Allen W. Baldwin, Fire Chief	

SCOPE

To develop a consistent procedure for the logging of training attendance information.

PURPOSE

In an effort to capture department training records in a more efficient manner, we will be changing the manner in which we gather training attendance information. The intent is to continue to utilize our paper “Attendance” sheet for all types of department scheduled trainings and a single monthly training log sheet for any ancillary training that personnel engage in. This procedure is for all Winchester Fire and Rescue Department personnel.

PROCEDURE

The following procedure shall be utilized when logging attendance for training. Personnel **WILL NOT** be required to enter training into the department reporting system.

Scheduled Department Training

ANY SCHEDULED/Multiple Personnel completing department training shall constitute the use of the paper training attendance sheet; this is located on the department internal website. This form shall be completed in its entirety, including signatures of all attendees. The paper training attendance sheet shall be forwarded to the attention of the training officer as soon as practical, at the conclusion of the training class.

Monthly Training Log

ANY NON SCHEDULED training that individual personnel engage in, shall be logged on the “Monthly Training Log”. This log sheet can be found on the department internal website and shall be hung in the station in a conspicuous location for all personnel to have access. At the end of each month, the log shall be placed in the monthly report

folder for delivery to the training officer. Examples for use of this log sheet includes: 24/7 training, out of town training attendance, station drills, etc.