

Timbrook Public Safety Center
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TO: All Fire and Rescue Personnel
FROM: Scott Kensinger, Deputy Chief of Operations
RE: Mandatory Sexual Harassment Training
DATE: February 14, 2013

INFORMATIONAL BULLETIN IB-13005

As directed by the Human Resource department, **ALL personnel** of Winchester Fire and Rescue will be required to attend a **mandatory** "Sexual Harassment" training while they are working on the following dates:

Date	Time	Shift	Location
Monday, February 25, 2013	0900-1100	A	Shawnee Fire Station
Monday, March 4, 2013	0900-1100	B	Shawnee Fire Station
Monday, March 11, 2013	0900-1100	C	Shawnee Fire Station

If you are not scheduled to work on one of these days, you **MUST** contact Deputy Chief McClellan to advise which day you will be attending. All office personnel will need to coordinate attendance so the office can remain open.

The Battalion Officer for each of these days will be responsible to take attendance and log the training session into our reporting software using the Firehouse code of "CITY102"