

Training Records

613.1 PURPOSE AND SCOPE

The purpose of this policy is to establish strict procedures for documenting the training, certification, and operational competency of all District members. These records serve as the official validation for an employee's qualification to operate District assets and perform essential job functions.

613.2 POLICY

It is the policy of the Sanibel Fire and Rescue District to maintain comprehensive, legally defensible records of all training provided. The Deputy Chief of Operations is responsible for the overall integrity and management of this system.

The District utilizes a designated Online Training Management System as the primary method for entering training activities and tracking compliance for everything completed.

Company Officer Responsibilities: Company Officers are responsible for overseeing their assigned shift to ensure that all mandated training is entered into the Online Training Management System and that shift-level records are kept up to date. It is the duty of the Company Officer to verify that their crew members are maintaining compliance with established Training Requirements.

Member Responsibilities:

- (a) **Data Entry & Tracking:** Members are responsible for entering their training data into the Online Training Management System in a timely manner.
- (b) **Integrity & Accuracy:** Each member is personally responsible for the integrity and accuracy of their training completion data. Submission of inaccurate or falsified training records is grounds for disciplinary action.
- (c) **Validation Override:** In the event a member fails or refuses to sign a roster or digital record, the Lead Instructor's verification of the member's attendance and participation level shall constitute the official record.

613.3 TRAINING CALENDAR

The Deputy Chief of Operations will establish and maintain annual Training Requirements for the District within the Online Training Management System or via digital distribution. These requirements reflect the District's planned compliance with Federal, State, and Local mandates.

Mandated training categories included in the permanent record shall include, but are not limited to:

- (a) **Federal/State Mandates:** OSHA/NIOSH compliance (e.g., Bloodborne Pathogens, HAZMAT, Confined Space, Respiratory Fit Testing).

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- (b) **ISO Requirements:** All hours required to maintain the District's Insurance Services Office (ISO) rating.
- (c) **NIMS/ICS:** Incident Command System compliance.
- (d) **District Operational Drills:** regularly scheduled skills, drills, or job performance evolutions mandated by the Fire Chief or designee.

613.4 DIVISION TRAINING RECORDS

The Deputy Chief of Operations shall ensure a record is maintained for every training session delivered. While hard copies may be used for signatures, the Online Training Management System shall serve as the primary repository.

The record must include:

- (a) The course title and curriculum outline.
- (b) Date(s) and duration of delivery.
- (c) Instructor name(s).
- (d) Attendance Rosters - Including the names of all members present.

613.5 INDIVIDUAL TRAINING RECORDS

The Deputy Chief of Operations will ensure a specific training file is maintained for each member digitally. This file is separate from the standard Personnel File.

Content of Individual Files:

- (a) **Authorized Records:** While this file shall not contain general disciplinary records, it shall contain all documentation regarding skill proficiency and operational readiness. This includes:
 - Completed District Task Books
 - Competency evaluation sheets (Pass/Fail results)(if applicable).
 - Certifications, Licenses, and Degrees.
 - Records of remediation or failure to demonstrate proficiency on critical tasks.

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- (b) **Permanence:** Information entered into the training file is a permanent part of the member's operational history.
- (c) **Access:** Members may request to review their training file. The Deputy Chief of Operations will facilitate this within reasonable time frame..
 - Members may not remove any document from the file.
 - Members may not add documents without the approval of the Deputy Chief of Operations.

613.6 TRAINING RECORDS FROM PREVIOUS EMPLOYERS

Members may submit training records from previous employers or external agencies. The Deputy Chief of Operations will evaluate these records for relevance. Acceptance of external records does not automatically grant District privileges (e.g., accepting a State Pump Operator cert does not automatically authorize a member to operate District Engines without a specific District checkout).

613.7 RELEASE OF FORMER MEMBER TRAINING RECORDS

Training records are considered public records under Chapter 119, Florida Statutes.

- (a) **Public Access:** Upon request, the training file of any current or former member shall be released to the requestor in accordance with Florida's Public Records Law.
- (b) **Redaction:** Prior to release, the Deputy Chief of Operations (or the District's Records Custodian) shall ensure that all statutorily exempt or confidential information (e.g., home addresses, telephone numbers, social security numbers, and family information of firefighters as defined in F.S. 119.071) is redacted.
- (c) **Processing:** Requests do not require the consent of the member, except where specifically required by law for highly sensitive medical or financial data that falls outside standard training documentation.
- (d) **Fees:** The District may charge fees for the duplication of records as permitted by Florida Statute.