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S.O.P. #: 700-1

SUBJECT: DUTIES AND RESPONSIBILITIES

DIVISION: FIRE-RESCUE ACADEMY

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Objective: To outline the intended duties and responsibilities of the Fire-Rescue Academy.

Section 1: It is the duty and responsibility of the Fire-Rescue Academy to maintain an up-to-date and effective training program to meet the needs of the career and volunteer firefighter.

A. The Fire-Rescue Academy shall:

1. Prepare and maintain an up-to-date recruit program in accordance with S.O.P. 700-4 (Recruit Training Manual).
2. Instruct recruits according to the training program as outlined by S.O.P. 700-4 (Recruit Training Manual).
3. Research and develop new concept in Fire Service Training.
4. Test and evaluate new tools and equipment to be purchased by the Fire Department.
5. Develop and maintain training programs.
6. Maintain an up-to-date training record on all Fire Department personnel.
7. Schedule and conduct training requested by Baltimore County Career/Volunteer Fire Companies.
- 8.. Coordinate the Baltimore County Volunteer Training requests for Maryland Fire and Rescue Institute Programs.
9. Maintain an master file on all training reports submitted by the Baltimore County Volunteer Fire Companies.
10. Certify all emergency vehicle drivers within the Baltimore County Fire Department in accordance with the procedures for Driver Certification.
11. Conduct training programs to familiarize personnel in the latest procedures, equipment and techniques being adopted by the department.
12. Assist in conducting the Physical Ability Tests given to Fire Department applicants as scheduled by the Applicant Investigation Division.
13. Conduct annual certification tests on all career engines and ladder trucks.
14. Inspect all training vehicles for both career and volunteer training purposes.