

S.O.P. #: 700-10

SUBJECT: TRAINING SCHEDULES

DIVISION: FIRE-RESCUE ACADEMY

Objective: To establish guidelines to be used when detailing personnel for training that will occur over a week or more.

Section 1: Training schedule guidelines.

A. The following schedule will be used when scheduling personnel for training that is scheduled for at least a week at a time. This is training that occurs at the National Fire Academy, Officer's Candidate School, F.A.D.O. School, EMT classes etc.

1.	If your shift is working this prior to training:	Your schedule the week prior to training will be:
	M T W T F S S	M T W T F S S
	D D N N X X X	D D N N X X X
	X D D N N X X	X D D N N X X
	X X D D N N X	X X D D N X X
	X X X D D N N	X X X D D N X
	X X X X D D N	X X X X D D X
	N X X X X D D	N X X X X D X
	N N X X X X D	N N X X X X X
	D N N X X X X	D N N X X X X

2.	If your shift is working this schedule the last week of a 5-day training schedule:	Then your schedule for reporting back to duty would be as follows: (T = Training)
	M T W T F S S	M T W T F S S M T W T
	D D N N X X X	T T T T T X X X D D N
	X D D N N X X	T T T T T X X X X D D
	X X D D N N X	T T T T T X X X X X D
	X X X D D N N	T T T T T X N X X X X
	X X X X D D N	T T T T T X X N X X X
	N X X X X D D	T T T T T X X N N X X
	N N X X X X D	T T T T T X X D N N X
	D N N X X X X	T T T T T X X D D N N

3. If your shift is working this schedule your last week of a 4-day training schedule: be as follows:

Then your schedule for reporting back to duty would

M	T	W	T	F	S	S
D	D	N	N	X	X	X
X	D	D	N	N	X	X
X	X	D	D	N	N	X
X	X	X	D	D	N	N
X	X	X	X	D	D	N
N	X	X	X	X	D	D
N	N	X	X	X	X	D
D	N	N	X	X	X	X

M	T	W	T	F	S	S	M	T	W
T	T	T	T	X	X	X	X	D	D
T	T	T	T	X	X	X	X	X	D
T	T	T	T	X	N	X	X	X	X
T	T	T	T	X	X	N	X	X	X
T	T	T	T	X	X	N	N	X	X
T	T	T	T	X	X	D	N	N	X
T	T	T	T	X	X	D	D	N	N
T	T	T	T	X	X	X	D	D	N