



Monroe Fire Department

Standard Operating Guidelines

Training Division Instructor Work Rules

Purpose: The Training Division is dependent on dedicated and knowledgeable instructors to deliver training to the department. These work rules clearly define the responsibilities for Training Division Instructors of The Monroe Fire Department. These work rules are additional to the work rules and duties for officers and/or firefighters as listed in each specific job description.

Level of Performance: Each Division instructor shall meet or exceed all requirements listed in these work rules. Each instructor will be evaluated at least annually by the Training Chief to determine his or her level of performance. During this review any areas needing improvement will be noted, along with recommendations on how to improve. The instructor may be dismissed from his/her instructional duties if improvement is not made in a reasonable amount of time as determined by the Training Chief. All performance records will be maintained by the Training Chief. These records may be retained or removed at the discretion of the Training Chief or Fire Chief.

Instructor Work Rules

Instructors will be compensated for his/her time spent, while performing instructional duties, as determined by resolution of the Monroe Common Council. The pay rate for such time will be in accordance with his/her certification level. Instructors have the opportunity to accumulate more time than other department members and therefore will not be provided a pay rate increase for his/her instructor certification.

Some trainings will be paid based upon a preapproved stipend. This may include MERIT Center or fire school activities.

Full-time salaried officers will not receive additional compensation for after-hour's activities associated with instructing except for stipend based events preapproved by the fire chief.

All new instructors must complete the required training classes and receive the required certifications as listed in their respective job description. The qualification criteria must be met prior to becoming an instructor for the Training Division.

All instructors are strongly encouraged to take advantage of instructor development opportunities to include seminars, classes, exercises, on-line learning, and self study classes.

It is not uncommon for conflicts and issues to arise prior to, during, or after training activities. These problems may range from confrontation with a student to interferences associated with the environment or situation. Instructors must be prepared and capable of handling these issues appropriately and are expected to report these occurrences to the most immediate Training Officer available.

Minimum Participation Levels

Instructors must make every attempt to attend Training Division meetings. In the event that the instructor cannot attend, he or she shall inform one of the three training officers to be excused. Instructors shall not miss more than 3 meetings annually without an excused absence.

Instructors may decline any training assignment that would conflict their schedule; however, all accepted training assignments shall be completed in a manner and time frame as identified by the Training Officer who is overseeing the training.

Instructors will be encouraged to participate in other planning activities that involve training. These activities include preparing for training activities, developing training materials, and designing instructional aids and props.

Instructor Development and Performance

The performance of each instructor will be reviewed for each training assignment he/she participates in. This is performed to reaffirm the instructor's strengths and identify areas of improvement.

New & Prospective Instructors

In order for an individual to become an instructor for the training division, he or she must first meet the qualifications as listed by SOG MFD 2.015 the new instructor will be brought onto the Training Division under probationary status for a period of 1 year. During that time the instructor will be evaluated on his/her performance and level of participation. At the end of such time and upon successful completion of IFSTA Instructor I certification, to include a passing score on the Wisconsin state written exam, the instructor will be interviewed by the Training Chief to determine if he/she has met the performance and participation requirements and has either completed or is nearing the completion of 30 hours instructional time to satisfy state certification. At this time the instructor may be taken off probationary status with the Training Division if his/her performance and participation warrant doing so.

Implementation: This policy has been approved by the Officers of the Monroe Fire Department and the Monroe Common Council. This policy, and all adopted procedures, provide a guideline for operations within the Monroe Fire Department. Adoption of these guidelines in no way restricts the incident commander, department administration or the Monroe Common Council from modifying operations or implementing exceptions to policy in the interest of safety, efficiency and harmony within the organization. It shall remain in effect until withdrawn or modified by the department.

Effective Date: December 2, 2014