TOLEDO FIRE & RESCUE DEPARTMENT

Article IX - Training Deputy Chief

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Section 1 - Authority

A. The Training Bureau shall be under the direction and control of a Deputy Chief and shall be composed of such Department personnel as may be assigned thereto by the Fire Chief. They shall have the authority to perform the duties and responsibilities as outlined in Section 2 below.

B. Subject to the approval of the Fire Chief, the Deputy Chief in charge of the Training Bureau shall establish and regulate the working hours of all personnel assigned to the Training Bureau consistent with statutory requirements or agreements.

C. The Deputy Chief in charge of the Training Bureau shall report to the Fire Chief.

Section 2 - Duties and Responsibilities

The Deputy Chief of Training shall have the following duties and responsibilities:

A. The Deputy Chief shall cause to be kept such records and submit such reports and recommendations as needed to properly inform the Fire Chief and other concerned authorities of the progress of students, as well as all other activities of the Fire Training Bureau.

B. The Deputy Chief shall cause the completion and maintenance of a Training manual and such other training bulletins as may be employed throughout TFRD to promote the most efficient and effective method for the extinguishment of fires.

C. The Deputy Chief shall cause the investigation, testing, and evaluation of various methods of operation, equipment, and materials to determine if such operating methods, equipment, and materials should be used in TFRD as a means of increasing its efficiency.

D. The Deputy Chief shall be responsible for all apparatus, equipment and supplies used by the Fire Training Bureau.

E. The Deputy Chief shall designate the reports and records, which Company Officers will be required to submit, indicating in detail the time spent on drill or other study, the subject matter covered, the progress of the various members in learning the material covered and any other information the Training Bureau may find of value.

F. The Deputy Chief shall receive, interpret, evaluate and place on file all reports on Probationary Firefighters and Officers and shall inform the Chief immediately should any report received indicate less than a high degree of performance from any such Probationary Firefighter or Officer.

G. The Deputy Chief shall be responsible for the conduct, efficiency, and discipline of the personnel assigned to the Fire Training Bureau.

H. The Deputy Chief shall perform such other duties as may be prescribed by higher authority.

I. The Deputy Chief shall cause the Bureau to function in the following manner:

- **1.** Classes shall be the responsibility of the Training Bureau for recruit firefighters, probationary and permanently appointed officers and TFRD members, apparatus drivers or operators, fire companies, or any other specialized groups as the need arises.
- **2.** Training Bureau personnel shall require Company Officers to demonstrate the proficiency of their company in the evolutions and practices appropriate to their apparatus and duties.
- **3.** Training Bureau personnel, with the approval of the Deputy Chief in charge, may assign additional periods of drill, study or practice to any Fire Company, Company Officer, or Firefighter if the performance of any such Fire Company, Company Officer, or Firefighter fails to meet such a degree of efficiency as the Training Bureau may deem adequate.
- **4.** The Training Bureau, in conjunction with other Department Bureaus, shall assist in training Department members in specialized operations.
- **5.** Members of the Training Bureau may be ordered to the scene of a fire by higher authority. They may also attend fires when other duties do not interfere. At the scene of a fire, they shall observe and bring to the attention of the proper authorities any dangerous errors in hose or ladder evolutions, as well as variations from standard procedures as taught by the Training Bureau.
- **6.** They shall report to the Deputy Chief of Training, through channels, any observed instances at fires of unusual skill or lack of skill in operations and practices by officers, members or companies. A copy of the report shall go to the Chief of the Department and the Chief in charge of the fire.
- **7.** When requested by proper authority, Training Bureau personnel shall prepare a complete sketch of buildings involved with fire, exposures, locations of fire apparatus or other equipment (utilizing company reports and information from members when necessary) and as soon thereafter as possible submit the sketch and information with remarks and suggestions relative to improvements in policy, procedures and/or training.

J. The Deputy Chief shall submit an annual report along with goals and objectives for the upcoming year to the Fire Chief.

K. They shall perform such other duties as required by higher authority.

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