



CENTRAL JOINT FIRE DISTRICT

Standard Operating Procedure

SUBJECT: Attendance

SOP Number: 143A
Effective Date: 1/8/92
Revised Date: 2/26/11
Approved:

PURPOSE: The purpose of this standard is to define the minimum participation requirements for the department.

SCOPE: This standard applies to all active members of the department.

ENFORCEMENT: Enforcement of this standard lies with the officers of the active and social division.

APPLICATION:

143A.1 Drill Attendance

Drill sessions will be scheduled three (3) hours in duration. Extra or special drill sessions may be scheduled as deemed necessary by the department training officer or line officer with approval of the Chief.

All firefighters shall attend and participate in a minimum of sixteen (16) department drill sessions within the normal calendar year (January 1st-December 31st). Any firefighter unable to meet this requirement shall contact his/her Lieutenant or the Training Officer to schedule a special training session. Firefighter/EMS training that is completed, but not provided by CJFD, may be used for attendance purposes as long as the executive board approves the attendance prior to course. Any firefighter failing to meet this requirement shall be placed on inactive status. Firefighters will return to active roster at such time as they meet the sixteen (16) drill requirements.

CJFD has established a mandatory drill schedule that will require all members to attend on the posted dates. The four dates will fall on the first Tuesday of the designated month with a make-up date scheduled for the third Saturday of the same month. Anyone unable to attend the mandatory dates must contact the training officer in order to make arrangements for making up the missed drill. All make-up sessions will be completed by the last Saturday of the following month. Any member who fails to attend mandatory drills will be moved to the inactive status.

All officers shall attend and participate in a minimum of half (1/2) of the department drill sessions within the normal calendar year (January 1st – December 31st). Any officer failing to meet this requirement shall forfeit their position.

Business meetings will be held on the second Tuesday of each month. Attendance at these meetings is strongly encouraged, but lack of attendance will not result in disciplinary action.

No firefighter shall participate in drills or schooling while under the influence of alcohol or drugs of abuse.