



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The purpose of this policy is to ensure that members of the Fire, Building & Safety Division maintain their certifications and credentials while recognizing opportunities to advance through further education and training.

POLICY

The Fire, Building & Safety Division encourages its members to achieve advanced training and credentialing in order to perform at their optimum potential through professionalism and competency. It shall be the responsibility of each member of the Division to maintain their individual training records, certifications and credentials within the scope of their position and duties. Members should be aware of their expiration dates, annual CEU hours and/or upcoming training opportunities of their respective credentials and requirements. It shall be the responsibility of each member to notify the Division Chief of required training, upcoming classes or testing. Online training and virtual testing is encouraged. Scheduling of outside classes and travel should be planned well in advance of the class so arrangements can be made by the Division to cover inspections and investigations. Uniform members of the Division shall participate in and maintain fire/medical operations training, including firefighter, fire investigation, fire inspection, EMT, hazmat and other operational training as required by their position.

All required CEUs, testing for new certification or recertification through the State of Arkansas, ICC and National Fire Academy shall be at the expense of the Division. All required training materials, including codebooks, shall be purchased by the Division. Additional training or certifications not required by the position or job description may be at the expense of the member and may require prior authorization.

CLEST Certification and Annual Firearms Qualifications and Training

Any Division member authorized to carry a handgun shall be certified by the Commission on Law Enforcement Standards and Training (CLEST) as Certified Specialized Law Enforcement Personnel in accordance with Rule 1013.

Any Division member authorized to carry a handgun shall be responsible to meet the CLEST annual training requirements. The 24-hours of CLEST approved training includes firearms qualifications and racial profiling.

The Division shall conduct at a minimum two (2) firearms training sessions per year, one of which must be an approved CLEST qualification course led by a CLEST certified instructor for all departmentally authorized firearms carried by the officer.

Approved

Fire Chief



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Any Division member authorized to carry a handgun shall be required to participate annual training programs that include the following topics:

Use of Force
Search and Seizure / Arrest
Racial Profiling
Sexual Harassment
Code of Conduct (In accordance with the Department's SOP)

Any Division member authorized to carry a handgun shall be familiar with and adhere to, in addition to Department SOPs, the following polices:

401.17 Body Armor
401.18 Firing Range Safety
401.19 Firearms and Ammunition
401.20 Use of Force

Violations of policies are subject to loss of CLEST and/or handgun authorization privileges and/or disciplinary action.

Approved

A handwritten signature in black ink that reads "T. Kirk Stone".

Fire Chief