

Scotts Valley Fire Protection District	Policy: 502
Subject: Training and Safety Chief Duty Statement	Dated: April 9, 2003

Policy 502: Training and Safety Chief Duty Statement

1. The training and safety chief shall be directly subordinate to the fire chief.
2. The training and safety chief shall cause training programs to be developed maintained and implemented including training for all incumbent personnel, career development training, mandated training and other training to improve the efficiency and safety of District personnel.
3. The training chief shall closely coordinate training programs and methods with allied agencies to assure consistency of methods and operations in the best interest of service to the community.
4. The training and safety chief shall prepare budget recommendations for the division and areas of responsibility.
5. The training and safety chief shall be responsible for the district's wellness, health and fitness program.
6. The training and safety chief shall attend fires and other emergencies, assume command if on duty, and direct operations until the arrival of superior officer, and shall turn over command with full explanation of any special orders or commitments of personnel or equipment in relation to the emergency.
7. The training and safety chief shall make such inspection, observations and investigations as may be necessary to keep him thoroughly informed of conditions of the district under his command.
8. The training and safety chief shall see that all laws, ordinances, rules, regulations, orders or direction for the government of the department are promptly and implicitly enforced and obeyed; that all dereliction or transgressions that may come to his knowledge are promptly investigated and reported to the fire chief.
9. The training and safety chief shall examine all communications forwarded through his office, and when necessary, make investigations and reports as directed by the fire chief.

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Board Chairperson: R. J. [Signature] Fire Chief: Michael P. [Signature]

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10. The training and safety chief shall respond to alarms and special calls as prescribed, and assume command subordinate to the fire chief.
11. The hours of service of the training and safety chief shall be determined by and be subject to directions of the fire chief, as the needs of the district may require.
12. The training and safety chief shall formulate and maintain a safety program to be adhered to by all members.
13. The training and safety chief shall have the authority to stop or change any operation deemed to be unsafe.
14. The training and safety chief shall stay abreast of related laws, codes and ordinances as related to personnel safety.
15. The training and safety chief shall investigate any safety violations or problems and prepare a report to the fire chief.
16. The training and safety chief shall investigate all accidents and/or injuries involving district personnel. A written summary of the event shall be made including corrective action taken along with any additional recommended action.
17. The training and safety chief shall rotate "on call" duty chief coverage with the other chief officers.

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Board Chairperson: 

Fire Chief: 