

GUIDELINE: #404

ADOPTED: February 23, 1992

REVIEWED: **01/12/17**

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SUBJECT: PERSONNEL GUIDELINES; Probationary Firefighter Guidelines

PURPOSE: To establish specific guidelines and restrictions for inexperienced department personnel without prior firefighter experience and certification; and to provide a mechanism to evaluate a probationary firefighter at six (6) months tenure

OBJECTIVE: To clearly define what activities probationary firefighters can participate in and what restrictions shall apply. To protect the health and safety of the probationary firefighter and other department personnel.

NON-CERTIFIED FIREFIGHTER REQUIREMENTS:

1. Shall remain on probation a minimum of one year and until the successful completion of the Firefighter Academy.
2. ~~Shall complete the orientation program before responding to any department incidents.~~
3. Shall enroll in the first available Fire Fighter Academy class.
4. Must attend scheduled departmental training sessions as indicated in SOG 407.

INEXPERIENCED FIREFIGHTER RESTRICTIONS:

Definition: Personnel that have no formal Office of Fire Fighting Training (OFFT) certification or SCAFD training associated with the alarm type.

1. May only perform fire operations:
  - A. after training by SCAFD and/or OFFT academy training
  - B. only under direct supervision of an officer or senior firefighter.
2. In the event an initial alarm is dispatched, but is determined to be mutual aid, those personnel that are not Firefighter I/II certified shall not participate (reference Genesee County Fire Chiefs SOG 91-2).

PROBATIONARY FIREFIGHTER INCIDENT ACTIVITY GUIDELINES:

1. Shall participate in salvage and overhaul operations while under direct supervision of a department officer or senior firefighter, including the use of SCBA (self contained breathing apparatus) if necessary - **ONLY AFTER RECEIVING PROPER TRAINING IN THE USE OF SCBA.**
2. Shall participate in defensive firefighting operations from the exterior while under the direct supervision of a department officer or senior firefighter.
3. Shall participate in grass fire operations while under the direct supervision of a department officer or senior firefighter.
4. Shall operate the air filling station, generator lights, and various equipment ~~on the Squad truck (41-16)~~ after receiving the proper department training.

FIREFIGHTER I/II LEVEL PROBATIONARY PERSONNEL:

1. Upon receiving Firefighter I/II certification probationary personnel may request, in writing, to respond on initial apparatus and perform firefighter functions provided they have completed a minimum six (6) months probationary period.
2. ~~The Fire Chief~~ **A station officer** shall approve or deny all such requests.

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#### PRIOR EXPERIENCE PROBATIONARY PERSONNEL:

1. Shall be allowed to participate in offensive fire suppression, once trained and familiar with the necessary equipment.
2. Shall not drive apparatus other than Squad 16.
3. ~~No other apparatus shall be driven until the annual SCAFD Driver Training Course has been completed and passed. In addition, a driver must have passed the OFFT Drivers Training Course.~~ ***Shall not drive apparatus, other than to move to the fire station apron, during vehicle checks under the supervision of the assigned mentor.***

#### SIX-MONTH EVALUATION PROCESS:

1. Near the six (6) month tenure of probation, firefighters will be required to appear before the SCAFD Officers.
2. This appearance is intended to provide the probationary firefighter information associated with their performance with the SCAFD.
3. Comments and/or suggestions from any of the Officers will be made part of the six (6) month evaluation form. This form will be reviewed with the probationary firefighter, after the meeting, **by an assigned officer.**
4. If improvements are to be made, progress will be evaluated at the eleven (11) month evaluation period to determine if probation should be extended, removed, or a recommendation of termination be made.

#### DISCIPLINARY PROBATIONARY STATUS:

1. If for disciplinary reasons, a regular status firefighter is placed on probation, the following will result for the duration of the probationary period:
  - A. The current pay rate will be reduced to the current probationary base II amount.
  - B. Can not respond with lights and siren on personal owned vehicles (POV).
  - C. Can not respond direct to incidents.
  - D. Can not drive department apparatus.
  - E. Can not respond to mutual aid or automatic mutual aid alarms.

#### ADDITIONAL COMMENTS:

2. Regardless of experience level, if a vacant seat is available, those personnel that this SOG applies to should respond on the apparatus.
3. The current level of training shall be the limiting factor dictating involvement. If you haven't been trained, do not participate. Inform the person in charge and/or refrain from riding on the initial apparatus.
4. All SCAFD personnel, regardless of inexperience, shall take precedence over an Explorer for apparatus seating. However, if the SCAFD employee has had no training, common sense shall prevail in allowing an experienced Explorer fill the apparatus seat.
5. The intent of this SOG is to insure as successful and safe fire fight as possible, while at the same time, provide experience for those new to the fire service.