

## **STANDARD OPERATING GUIDELINE - 3.1.1**

### **TOPIC - PROBATION COMPLETION - FIRE FIGHTER**

#### **PURPOSE:**

To establish a standard method to certify the status change from probationary fire fighter to regular fire fighter.

#### **GENERAL:**

The minimum probationary period is six (6) months of active duty with the department. Each probationer must satisfactorily complete a series of requirements, listed below, within twelve (12) months. Under certain circumstances the Fire Chief, or designee, may, by written authorization, elect to extend the time period to a maximum of twenty-four (24) months.

#### **GUIDELINE:**

The probationary fire fighter must meet with their respective station Captain to review the requirements and process relating to the advancement from probationary to regular fire fighter.

The following requirements must be checked off and initialed as completed by the probationary fire fighter's station Captain, or designee, and authorized by the Fire Chief, or designee.

1. The individual shall be able to demonstrate the proper manner of wearing and securing all protective garments issued by the district including all standard issue safety gear.
2. The individual will demonstrate proficiency with self-contained breathing apparatus (SCBA) by correctly donning the unit within a one (1) minute time period. Correctly donning SCBA means that all protective garments are worn in the proper manner and secured appropriately, a face mask seal check was performed, and the unit is flowing air.
3. The probationary fire fighter shall be able to locate and describe the function of all equipment on each piece of apparatus at the assigned station.
4. The probationary fire fighter shall be able to demonstrate the proper operation of equipment normally used by a basic fire fighter.
5. The individual shall be able to demonstrate familiarity with major street and road locations in the district, and be able to use the available map book to locate minor streets and roads.
6. The probationary fire fighter will be able to identify the general street location

of major businesses in the district.

7. The individual shall successfully complete a recognized and approved emergency driver's course, either the class offered by the district or one offered by the state.
8. The individual must be able to demonstrate proficiency in completing the following forms used by the district:
  - a. EMS patient information
  - b. State fire report
  - c. MVA report
  - d. Alarm response sheet
  - e. Alarm log book
  - f. Drill attendance report
  - g. Apparatus log book
  - h. Reentry permission for fire investigation
9. The probationary fire fighter must have participated, under close supervision, in a live fire (Burn-to-Learn) exercise. During the exercise, the individual must have satisfactorily completed all assigned tasks as evaluated by a superior.
10. The final step to complete probationary fire fighter requirements is to participate in and pass the Basic Fire Fighter Task Performance Evaluation. This evaluation is used for BPSST certification if the individual wishes such credit. The department will hold two (2) evaluations per year, once in the spring and once in the fall.

Once the check list is completed and signed by the Fire Chief it shall become a part of the individual's permanent personnel record and shall suffice as official notice that the fire fighter is no longer considered a probationary member.