

Beaumont Fire-Rescue Services

STANDARD OPERATING GUIDELINES

401.01 – Probationary FF/EMT Training Program

Effective: 12/1/1999
Revised: 7/5/2015
Replaces: UOG 111.02

Anne Huff, Fire Chief

I. Guiding Philosophy

The Probationary Firefighter/EMT Training Program exists to educate, mentor, develop and evaluate new members in becoming professional emergency responders with Beaumont Fire-Rescue Services.

II. Purpose

The purpose of this policy is to define the system for determining whether a probationary member has the competency, initiative, mental and physical stamina, and sense of pride and purpose to effectively serve the citizens of Beaumont and his/her fellow firefighters.

III. Goals

The goals of this policy are to:

- A. Establish a system of regular training and assessment to develop and consistently evaluate probationary members.
- B. Define responsibilities and accountability within the system.
- C. Detail documentation requirements and routing.

IV. Evaluations

A. Probationary firefighters will be evaluated based on continual improvement in knowledge, skills and abilities in the following six areas:

1. Attitude & Initiative,
2. Beaumont Fire-Rescue Performance Benchmarks (PBs)
3. Beaumont Fire-Rescue Services Rules & Regulations (R&Rs)
4. Beaumont Fire-Rescue Standard Operating Guidelines (SOGs)
5. Vehicle & Equipment Inventories
6. Street & Map Studies

B. The probationary firefighter will be both routinely and randomly evaluated during the probationary year. Training Coordinators and the Operations Section Officer Corps share responsibility in this effort, and will regularly conduct and document evaluation and testing of probationary members.

1. The minimum passing score for knowledge-based (written or verbal) evaluations will be 80%.
2. The minimum passing score for performance benchmark evaluations will comply with the particular benchmark.

3. Formal written and performance benchmark testing shall be completed a minimum of two weeks prior to the 3rd, 6th, 9th, and 11th month mark of the probationary period.
- C. Company Officers are responsible for mentoring, training and developing probationary firefighters **EVERY SHIFT**, so that they develop and are as prepared as possible for the evaluation process.
- D. The probationary firefighter will be evaluated **EVERY SHIFT** by the Captain (or acting-Captain) of the station where assigned.
1. The probationary firefighter will print and submit a blank copy of the Daily Evaluation Form to the Station Captain at the beginning of each shift.
 2. The Station Captain will complete and print an electronic copy of the evaluation form (including comments) and place the completed form in the G:\Operations Section\Probationary FF Daily Evals (Capts drop here) folder at the end of the shift.
 3. The probationary firefighter will place the completed form in his/her notebook when received at the end of each shift.
 4. Daily evaluation forms will be referenced by the evaluator when completing quarterly evaluations.
- E. The Deputy Chief will insure that the Quarterly Firefighter Observation Report is completed and submitted to Headquarters **prior to** the 3rd, 6th, 9th, and 11th month mark of the probationary period.
1. The report will be completed in accordance with the Standardized Guidelines for Individual Performance Evaluation.
 2. The following documentation will be used in compiling ratings:
 - a. Daily Evaluation Forms
 - b. Knowledge & Performance Benchmark Testing Materials
 - c. Documented Counseling Sessions
 - d. Documented Letters of Appreciation or Commendations
 - e. Documented Performance on Incident Scenes
 - f. Documented Performance of Routine Duties

IV. Documentation & Routing

- A. During orientation, probationary firefighters will be issued a notebook that is to be used to organize and track probationary training and evaluations.
- B. **Two (2) weeks prior to the 3rd, 6th, 9th, and 11th month mark** of the probationary period (calculated by the individual's hire date) the probationary firefighter will submit his/her daily evaluation forms to his/her Deputy Chief.
- C. The Deputy Chief or designee will complete the Quarterly Firefighter Observation Report, Quarterly Probationary Firefighter Summary, and attach all related documentation. He/she will then meet with the probationary firefighter to review and discuss.

- D. The Deputy Chief will then forward the completed packet to the Operations Section Chief for review and signature.
- E. The Operations Section Chief will then forward the completed packet to the Fire Chief for review and signature.
- F. The Fire Chief will insure the packet is scanned and appropriately filed.
- G. At the end of the probationary period, the individual will return the notebook to the Fire Chief's secretary for recycling.