

<b>Standard Operating Procedure</b>  <b>PROBATIONARY FIREFIGHTERS</b>	<b>PEORIA FIRE-MEDICAL DEPARTMENT</b> <b>Training</b> <b>300.11p</b> <b>Revised 05/12/2020</b> <b>Page 1 of 2</b>
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**PURPOSE**

To identify a probationary period where firefighting skills and job performance can be tracked and documented on a monthly basis. The Peoria Fire-Medical Department is committed to the success and personal development of its probationary firefighters.

**POLICY**

Employees hired by the Peoria Fire-Medical Department, as Recruit Firefighters will be placed on a probationary status for a period of 12 months. This period will begin from the first day after graduation of the academy, and end on the same day 12 months later. Prior to the initial probationary year, the probationary firefighter will complete the course of instruction through one of the approved Regional Training Academies. Upon graduation from the Regional Fire Training Academy, the recruit will be placed in the field, under the direct supervision of a company officer, and begin the probationary year.

During the field-training portion of the probationary training, the probationary firefighter should expect to have regular fire station rotations. These rotations typically are every three or four months. The Deputy Fire Chief of Operations will generally schedule probationary firefighter rotations through the shift Battalion Chiefs and the Training Division

**Procedure**

A monthly evaluation will be conducted to monitor and track the skills and job performance of probationary firefighters. Responsibility rests with several members to document, review, and improve the performance of the probationary firefighter. Monthly Progress Reports are required every month for all probationary firefighters by the FTO (Field Training Officer). In addition, a monthly training record and a C.E. skills checklist will accompany the monthly progress report.

**Probationary Firefighter Training Manual**

The probationary firefighter will be assigned the Peoria Fire-Medical Department Probationary Firefighter Training Manual (this manual may be obtained through the Training Division). The manual may be kept in the probationary firefighter's possession to track complete tasks within the manual. At the end of the probationary period the completed manual may be turned in to the Training Division.

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**Evaluations**

At the periods of five (Midterm) and ten (Final) months the probationary firefighter will be scheduled for an evaluation of a set of skills picked by the Training Division. The set of skills will include, but not limited to; hose lays, hand ladders, SCBA donning, and SCBA inspection. The Battalion Chief may attend but the Training Division will conduct the evaluation.

**FTO (Field Training Officer)**

Captains assigned to companies with probationary training positions will be responsible for the supervision and development of assigned probationary firefighters. Training is an important part of developing essential skills in inexperienced firefighters. FTO's should be committed to having a positive attitude towards training our members. It is the FTO's responsibility to have all monthly progress reports (and supporting paperwork) to the shift Battalion Chief on time each month.

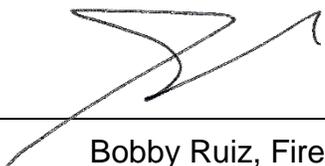
**Shift Battalion Chiefs**

Shift Battalion Chiefs are responsible for the gathering and review of all monthly progress reports from their Captains. Shift Battalion Chiefs should ensure that company officers have identified solutions for areas of deficiency. Completed monthly progress reports should be signed by the Shift Battalion Chief and forwarded to the Training Division.

**Training Division**

The role of the Training Division should be to assist the probationary firefighter with any job performance issues that may arise during the course of the probationary period. Assistance to address deficiencies should be offered to the probationary firefighter as well as the FTO. In addition, the Training Division is responsible for coordinating the collection of all-applicable monthly training evaluations and documentation. All monthly progress reports should be placed in the employee's training file for retention.

Approved:

  
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 Bobby Ruiz, Fire Chief

06/17/2020

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 Date