TOLEDO FIRE & RESCUE DEPARTMENT

B-26 Probationary Employee Guidelines

Non-Emergency Manual

Date Revised: 07/27/2023

Last Modified: 08/29/2024 08:06

Export B26 to PDF
Export -Entire B Manual- to PDF

Probationary Assignment Guidelines

Purpose

Recruit training is very comprehensive, and it is understood that knowledge retention may need assistance due to the quantity of material presented during the new recruit's education. The company officer shall assist the probationary employee who is assigned to their care in their development as a proficient, independent firefighter. The (regular) company officer, to which the probationary employee is assigned at each rotation, shall be fully responsible for the completion of assigned training events, test completion, skills practice, drilling, and overall acclimation into the fire service for the probationary employee.

General Guidelines

- Study Hours: 0900 x1130 and 1300 x1630, Monday through Friday and a minimum of three hours on Saturday. (No television, cards, video games, billiards, ping-pong, or web surfing permitted during study hours.)
- Probationary employees will be given quizzes each month during the 100-tour probationary period. At the end of their probationary period, they will complete a written exam and practical skills exam. Both exams contain Firefighting, EMT, and TFRD policies and procedures. Probationary employees shall complete regularly scheduled CE for all members.
- The 'Probationary Engine House Orientation' form shall be filled out on the first day of each of the probationary employees assigned rotations. The Engine House Orientation form shall remain in the Firefighters Guidebook.

Probationary Evaluations

- Evaluations are to be completed by the company officer monthly and by the relief and acting officers each period of time they work with a probationary employee. Individual training evaluations may be assigned to FTOs or Instructors.
- The evaluation form should be completed electronically and reviewed by both parties. The eval form shall be forwarded to the Battalion Chief for immediate corrective action if necessary.
- If a probationary employee receives a “2” or less on any dimension evaluated, the company officer shall note on the form as to the reason. The officer may document an additional communication to their Battalion Chief. It is the responsibility of the company officer in consultation with the probationary firefighter to ensure their continuous improvement of knowledge and that their skills and abilities are meeting the standards of the mission statement.

Relieving/Medics

- **No relieving during the first rotation.** During the first rotation the probationary employee shall remain with their officer. It is understood that on occasion, when the officer has other duties such as special meetings, I.C. or Safety duties, the probationary firefighter would be with the designated acting officer on the crew. It is the company officer’s responsibility to acclimate and train the probationary employee on the Medic Unit prior to the second rotation.
- Each probationary employee who is also a paramedic, has been assigned to an officer who is a paramedic during the first rotation. It is expected that the paramedic officer will coach and mentor the probationary employee in all aspects of both Firefighter/Paramedic operations. A probationary employee who is a paramedic shall not ride a Life Squad until after the probationary period has ended.
- **Limited relieving** during the **second** rotation shall be permitted. Probationary firefighters shall not be sent relieving so that more than one probationary firefighter is assigned to a single officer or acting officer. During the second rotation, the probationary firefighter shall only drive Medic Units until attending the mandatory ESO training session. It is the company officer’s responsibility to acclimate and train the probationary employee on the Medic Unit. Company officers are expected to communicate and collaborate on this relieving issue to avoid confusion.
- **Limited relieving** during the **third** rotation shall be permitted. Probationary firefighters shall **not** be sent relieving so that more than one probationary firefighter is assigned to a single officer or acting officer. Company officers are expected to communicate and collaborate on this issue to avoid confusion.

LIMITED RELIEVING SHALL BE DEFINED AS:

- A second rotation probationary firefighter must work a minimum of 5 tours a month at their assigned station, and relief shall not exceed 2 consecutive tours.
- A third rotation probationary firefighter must work a minimum of 3 tours a month at their assigned station, and relief shall not exceed 3 consecutive tours.

Trades

- **First rotation - NO trades.**
- Second rotation – Trades may be made during the **second** rotation as long as two probationary firefighters are not in the same company. No two probationary firefighters shall ride the same rig or on a Medic Unit together. (A probationary employee who is a paramedic shall not ride a Life Squad until after the probationary period has ended).
- Third rotation – Trades may be made during the **third** rotation as long as two probationary firefighters are not in riding the same rig or on a Medic Unit together. (A probationary employee who is a paramedic shall not ride a Life Squad until after the probationary period has ended).

Overtime

- A Probationary Firefighter **cannot** work any scheduled overtime until after the completion of their third rotation and after they are off probation.

Probationary Firefighter Orientation

Purpose

The Probationary Firefighter Orientation is provided to introduce the probationary firefighter to the daily operations of the engine house.

General Guidelines

1. Company Officers shall conduct a probationary firefighter orientation on the first day the probationary firefighter reports for duty during their first, second, and third rotation of their probationary period.

2. The Company Officer shall review the information in the orientation packet with the probationary firefighter. The Company Officer and the Probationary Firefighter shall initial the Engine House Orientation form as each orientation topic is completed.

3. If the regularly assigned officer is absent for a tour of duty, the Relief Officer or Acting Officer shall be required to conduct an engine house orientation for that tour.

4. Upon completion of the orientation, the Company Officer, Relief Officer/Acting Officer shall make sure the completed orientation form remains in the Firefighters Probationary Guidebook.

Probationary Firefighter Performance Evaluation

Purpose

The ‘Probationary Firefighter Performance Evaluation’ is comprised of **Ten** job related dimensions to be evaluated. Each dimension is evaluated on a five-point scale with a rating of **one indicating severe apathy** and a value of **five indicating the exceeding of standard expectations.**

General Guidelines

1. All Officers, FTOs or Instructors shall read the Performance Evaluation Guidelines so that he/she gains a full understanding of how the evaluation should be completed. Each numbered value has specific meaning for each standardized, subjective dimension.

2. The evaluation form shall be completed by their regularly assigned Company Officer once a month. The Company Officer should collect all pertinent data (i.e., date of failed instruction, fire run of missed execution, attendance cards) and evaluate this data in accordance with the standard rating scales. The evaluator should consider only what they have witnessed firsthand in regard to each dimension of evaluation for the probationary firefighter.

3. Before the completion of the evaluation, the Company Officer, FTO or Instructor shall schedule are view session with the Probationary Firefighter. This review should occur in a quiet location where confidentiality can be maintained. An appropriate amount of time should be designated for the review and the evaluator should be fully prepared to discuss the assigned ratings. All documentation for the ratings should be available for the Probationary Firefighter’s review.

4. Both the evaluator and the probationary firefighter shall sign off on the completion of the form in the designated areas. Upon completion of the evaluation review session, the Company Officer, FTO or Instructor may choose to forward the electronically completed Probationary Firefighter Evaluation form to their appropriate Battalion Chief to address any necessary concern.

5. If the Probationary Firefighter disagrees with the evaluation he/she shall have the ability to contact the training office in a private, confidential form provided to them in Vector Solutions.

6. If the regularly assigned officer is absent for a tour of duty, the Relief Officer or Acting Officer shall be required to complete an evaluation for that tour. However, if the Relief Officer/Acting Officer will be assigned to the Company Officer’s station for more than two tours while the regular officer is absent, then only one evaluation form is required for that relief officer. The regularly assigned officer shall complete their own monthly evaluation upon their return to duty. Similarly, if a Probationary Firefighter is sent to a station to relieve, then the Officer at that relief station shall complete an evaluation form for the Probationary Firefighter.

7. All evaluations that are completed by an Officer, FTO or Instructor will be automatically sent to the Chief of Training and maintained for record keeping upon the completion of the form. An option to forward a copy to yourself is provided and encouraged. Any probationary firefighter who wishes to receive a copy of their own evaluation shall have a copy forwarded to their personal email upon request.

8. Any field submitted with a score of 1, will automatically alert the Deputy Chief of Training to bring immediate attention for remediation, employee assistance, disciplinary action and/or any other applicable resource deemed appropriate.

9. All data collected will be stored, tracked and analyzed for greater comprehensive measures in future trainings, remediations and in the professional development of personnel. This data will highlight

individual and departmental strengths, as well as our combined shortcomings with a continued reevaluation of our methods and aid in the elimination of our recognized deficiencies.

10. A Printable version can be found in the file center in Vector Solutions.

Probationary Continuing Education

Purpose

The monthly quizzes are designed to assist the line officer in continuing the employee's training during his or her probationary period. It will also assist the employee in preparation for the test at the end of the probationary period. The questions are formulated from materials in the *Fundamentals of Fire Fighter Skills, 4th Edition, Emergency Care and Transportation of the Sick and Injured, 12th Edition*, the Toledo Fire and Rescue Rulebook and the Procedures Manuals, or any other source indicated.

General Guidelines

- All testing will be accomplished through Vector Solutions unless otherwise notified.
- The probationary employee will be responsible for checking Vector Solutions each month. The timeframe for completion will be from the first day of each month at 0700 hours until the last day of the month at 2300 hours unless otherwise notified.
- It is the probationer's responsibility to complete all tests. However, the company officer is responsible for providing guidance and assistance to that person. If the probationary employee does not complete testing as required, the officer of record may be held accountable.

Probationary Vehicle Operations

Purpose

The company officer must provide guidance to the probationary employee during his or her probationary period. Given the number of incidents that are responded to in a year's time, and the subsequent number of motor vehicle accidents, it is imperative that close attention be paid to developing good, solid driving skills for all members.

General Guidelines

The company officer shall review the following procedures with the probationary employee:

Non-emergency procedures: B-2, B-6, B-7, B-8, B-17, B-33, B-34, B-37, B-58

Emergency Manual Procedure C-101

The company officer shall also provide each probationary employee under his/her care with practical, hands on driving experience. Specific drill hours and driving time for the probationary employee shall be logged in the Vector Solutions recordkeeping system. The company officer shall ensure that the following guidelines are followed:

- Drivers must conform to all department driving and safety procedures.
- Drivers must provide for assured clear distance from other objects when operating a motor vehicle in either forward or reverse.
- The apparatus driver must bring the apparatus to a complete stop at red lights, stop signs, and activated or unguarded rail crossings.
- The driver must create a safe work environment when positioning the apparatus at incidents.
- The driver must remain vigilant during all phases of vehicle operation.

EHR Operations

Purpose

In preparation for the immense liability and personal responsibility of properly provided medical attention combined with the importance of its accurate documentation, all probationary firefighters should have a thorough understanding of our EMS system.

General Guidelines

- Company officers shall offer guidance and share experiences in the documentation process, the associated software programs, and the hardware used by the TFRD.
- Electronic Healthcare Reporting (EHR) training will be conducted in conjunction with the EMS bureau prior to the start of the probationary Firefighters second rotation.

See Also:

Permanent link:
https://www.tfrdpolicies.com/dokuwiki/doku.php?id=b_manual:b26

Last update: **08/29/2024 08:06**