**Purpose:** *This procedure identifies those Human Resource Management activities applicable to newly hired full time career firefighters along with orientation to the fire district’s organization and initial training subjects that must be covered.*

**Procedure:**

**Prior to Being Scheduled for Duty:**

1. All newly hired career firefighters shall have a “Fit for Duty” letter provided to the fire district. The “Fit for Duty” letter shall follow the post-employment offer medical examination

2. The firefighter must have a satisfactory drug test as described in the Alcohol and Drug Free Workplace Policy.

3. The firefighter shall contact the personal equipment officer for the purposes of being issued uniforms and personal protective equipment.

4. The firefighter shall contact the member who issues door combinations to be assigned a door access combination.

**Initial Orientation and Training:**

1. All newly hired career firefighters shall be scheduled as 40 hour employees for their first two weeks of employment. This is for the purposes of completing Human Resource management documents and to receive training on fire district procedures, organization and equipment familiarization.

2. The chart listed below are those administrative and Human Resource management items that are to be completed during the Initial Orientation and Training:

|  |  |
| --- | --- |
| **Item** | **Coordinated/Done by** |
| Human Resources Forms such as (Health, dental, life insurance) | Administrative Assistant |
| Employee Handbook Issue | Mentor |
| E-mail | IT Team |
| Computer system access | IT Team |
| Message Board | IT Team |
| Foxpro log in | IT Team / Chief |
| Workplace Injury/Exposure Reporting requirements | Safety Officer/Sergeant |

3. Each newly hired career firefighter shall be assigned a mentor for the first ninety (90) days of employment. The mentor shall be at least a sergeant who is in a teaching role for the new firefighter. While the newly hired firefighter is assigned to a 40 hour scheduled, the mentor remains assigned to a 24/48 schedule.

4. In conjunction with the fire district training staff, the mentor shall develop an individualized Initial Training Program for each newly hired career firefighter. This training program shall be based upon the specific needs of the newly hired firefighter with respect to previous fire service experience and the scheduling of those persons who will be instructing the assigned training. A form shall be developed for this training.

5. The following table shows those training subjects that are to be included in the Initial Orientation and Training. Additional subjects may be added as appropriate and as time requires/allows:

|  |  |
| --- | --- |
| **Subject** | **Coordinated/Done by** |
| Apparatus Orientation | Mentor |
| Equipment Familiarization | Mentor |
| Fire Department Overview Table of Organization, etc. | Mentor |
| Phone Usage/etiquette | Mentor |
| Fit Test | SCBA Tech |
| SCBA | SCBA Tech |
| Accountability | Training Staff |
| Blood borne Pathogens | Training Staff |
| Drivers Training (Classroom & Practical) | Training Staff |
| Flashover | Training Staff |
| General Rules | Training Staff |
| Safe Place | Training Staff |
| General Safety | Training Staff |
| Hazard Communications | Training Staff |
| Live Fire Training | Training Staff |
| Radio usage and communication | Training Staff |
| Rapid Intervention | Training Staff |
| Alcohol and Drug Free Policy | Training Staff |
| Employee Harassment | Training Staff |
| Code of Ethics | Trustee Representative |

6. Fire district members who are assigned to instruct classes for newly hired career firefighters shall arrange their work plans for the assigned day to ensure the training is accomplished.