



**STANDARD OPERATING PROCEDURES
CITY OF JACKSONVILLE
FIRE AND RESCUE DEPARTMENT**

**TITLE: Probationary
Firefighter**

CREATED: 08/08

REVIEWED: 09/14

SOP: 212

212.00

PURPOSE

To provide Company Officers with guidelines for training Probationary Firefighters upon initial assignment, and to provide procedures for probationary examinations and review.

212.01

CONDITIONS

All Probationary Firefighters must complete the following requirements within the Civil Service 12-month probationary period in order to become a permanent employee:

- Driver and apparatus training
- 7 and 11 month examinations
- Satisfactory monthly reviews

Probationary Firefighters shall complete the above requirements under the direct supervision of their Company Officer.

Probationary firefighters should not be transferred prior to satisfactory completion of the 7- month exam.

All skills the probationary firefighter has achieved must be permanently retained and will be subject to re-testing at any time during the probationary period.

Throughout a firefighters service all knowledge, skills, and abilities required and achieved must be maintained.

Abilities equal the retention of both knowledge and skills learned throughout a firefighter's career and the retention of said abilities can mean the difference between life and death.

212.01.a

CIVIL SERVICE RULES AND REGULATIONS

As per rule 7.3.a "An employee without permanent Civil Service status who is terminated during the original probationary period shall not have the right to appeal such termination to the civil service board."

212.02

ADMINISTRATION AND DOCUMENTATION OF TRAINING

Upon completion of recruit training, each Company Officer to which a Probationary Firefighter is assigned shall receive a booklet from the Training Division. The required checklists and skill sheets are included in the booklet to assist the Company Officer.



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Driver and apparatus training shall be completed and documented *prior to* the Probationary Firefighter taking the 7-Month Exam. Only upon completion of driver and apparatus training shall the Probationary Firefighter be eligible to work out-of-position.

All training will be documented on the *JFRD Driver Training Form* or *JFRD Basic Fireground Skills Checklist* (included in this SOP). The forms must be completed prior to permitting the Probationary Firefighter to work out-of-position, and forwarded to the Training Division through the appropriate District Chief prior to scheduling the 7-month exam.

212.03

DRIVER AND APPARATUS TRAINING

Step 1: Apparatus Familiarization

- The Probationary Firefighter will be thoroughly familiar with the contents of SOP 209 (Engineer) and SOG 402 (Vehicle Operations).
- The Probationary Firefighter will be thoroughly familiar with apparatus placement and spotting guidelines, as instructed by their Company Officer and the Engine Company or Ladder Company Engineer Manual.
- The Probationary Firefighter will demonstrate proper daily and weekly maintenance procedures as described in the Engine Company or Ladder Company Engineer Manual, and proper documentation via FireWeb.
- The Probationary Firefighter must possess a thorough knowledge of all assigned equipment including location, maintenance, and proper operation.
- The Probationary Firefighter shall demonstrate proper radio use including frequency selection and use of the Emergency Alarm Button.

Once the previous steps have been completed, driver training may begin.

Step 2: Driver Training

- Initial training shall consist of 6 day-time hours and 4 night-time hours (minimum) of driver training. The purpose is to allow the probationary Firefighter to become familiar with the assigned apparatus and territory. The Probationary Firefighter shall not operate apparatus on emergency responses until these training hours are met.
- For the purpose of training, after completion of the previous requirements, the Probationary Firefighter shall be assigned to drive for a minimum of 3 twenty-four hour shifts or 10 EMS responses, whichever comes first. No fire responses are permitted during this stage of the driver training



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- Ladder Company only: For the purpose of training, upon completion of the initial driver training, tiller training is required if assigned to a tiller ladder. A minimum of 4 hours (2 daytime and 2 nighttime hours) of tiller driving must be completed and documented.

Once the Probationary Firefighter has completed the above driver training, the focus turns to pumping or aerial operations. Prior to driving on any fire response, the Probationary Firefighter must be trained on the Basic Fireground Skills. Upon completion of this skills training, and for the purpose of completing driver training, the Probationary Firefighter will then drive for 3 twenty-four hour shifts on all fire and EMS responses.

Step 3: Basic Fireground Skills

The Company Officer must allow the Probationary Firefighter the opportunity to perform these skills in a training environment. These are just the *basic skills*, and each skill is not all inclusive. The Company Officer can refer to the *Engine Company* or *Ladder Company Engineer Manual* for additional guidance. The Probationary Firefighter is only required to complete the skills for the apparatus assigned.

During the training process, the Company Officer may combine several evolutions into one. Each task must be performed to a satisfactory level. The Company Officer shall use proper judgment and provide additional training as needed to increase the Probationary Firefighter's skill level and confidence. If tankers or brush trucks are co-located with engine companies, training shall include these apparatus also. Company officers are encouraged to arrange training with these apparatus.

Engine Company Skills

- Pumping a Pre-Connected Handline (from the booster tank)
- Hand-Laying a Supply Line to a Hydrant
- Engine or Tanker as Secondary Water Supply
- Changing from Booster Tank Supply to Hydrant Supply
- Pumping Attack Lines and Supplying Water
- Drafting from a Tanker Basin
- Supplying a Ladder Pipe
- Ground Based Master Streams



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- Relay Pumping from a Hydrant
- Pumping Multiple Lines
- Placing a Foam Line in Operation

Ladder Company Skills

- Operation of Outriggers (including short-jacking)
- Raise, Operate, and Bed the Ladder
- Operate Generator and On-Scene Lighting
- Operate Installed Hydraulic Rescue System
- Operate Ladder for Firefighting
- Operate Ladder for Rescue
- Operate Emergency Power Unit
- Operate Installed Pneumatic System
- Place Ground Ladders for Emergency Egress

212.04 UNSATISFACTORY PERFORMANCE

If the Probationary Firefighter displays continued unsatisfactory performance with any skill, the Company Officer shall request the District Chief to witness and verify the level of performance. Refer to SAP 306 for additional guidelines.

212.05 EXAMINATIONS

212.05.01 Administration of Examinations

Probationary Firefighters shall be required to pass two written, oral, and practical examinations. The minimum passing grade for all exams shall be 80%.

Probationary Firefighters must take the 7-Month Exam within 7 months of their date-of-hire, and the 11-month exam within 11 months of their date-of-hire.

The District Chief along with the Company Officer shall administer the oral and practical portions of the examinations. Following the successful completion of the



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oral and practical portions, the Training Division will be notified to administer the written portion. The Company Officer shall witness the administration of the written exams. The oral/practical examinations questions should be asked to ensure that the Probationary Firefighter is prepared to take the written examinations.

If the Probationary Firefighter fails the written 7-Month Exam, he/she will have the opportunity to take only one make-up exam, which must be taken within 30 days of the first exam. If the make-up exam is failed, the Probationary Firefighter will be subject to dismissal.

If the Probationary Firefighter fails the written 11-Month Exam, he/she will have the opportunity to take only one make-up exam, which must be taken prior to completion of the Civil Service 12-month probationary period. Failure of this make-up exam shall be cause for immediate dismissal.

If a Probationary Firefighter is transferred on a permanent basis during the probationary period, this extenuating circumstance shall be taken into consideration by the District Chief and Company Officer administering the examinations.

212.05.02 Content of Examinations

7-Month Examination

The 7-month oral and practical exam will include but not be limited to:

- Ability to identify and demonstrate the proper use of all equipment on assigned apparatus
- Operation of assigned apparatus
- Location of all fire stations and JFRD facilities
- 1st due territory
- Engine Company or Ladder Company Engineer Manual
- Information/Skills identified by the Company Officer or District Chief
- Information and skills listed in the Probationary Firefighters Examination Guide

For the 7-month written exam, the Training Division will administer a 100 question examination. These questions will cover the following subjects with regards to the Firefighter's 1st due territory:

- Streets
- Water supply sources
- Sprinkler/standpipe systems
- Schools, hospitals, and other target hazards
- Map interpretation



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11-Month Examination

The **11-month oral and practical exam** will include but not be limited to:

- Comprehensive review of 7-month questions
- Apparatus that normally respond with their company on 1st due assignments and the equipment carried
- Streets in the second-due and third-due territory
- Water supply sources in the second-due and third-due territory
- Buildings in the second-due and third-due territory
- Information/Skills identified by the Company Officer or District Chief
- Information and skills listed in the Probationary Firefighters Examination Guide

For the **11-month written exam**, the Training Division will administer a 100 question exam. These questions will cover the following subjects:

- Review of 7-Month territory maps
- Streets in the 2nd and 3rd due territory
- Water supply sources in the 2nd and 3rd due territory
- Schools, hospitals, and other buildings with high life hazards and target hazards in the 2nd and 3rd due territory

212.05.03 Examination Questions and Format

Each Station Captain will furnish the Training Division with a total of 250 questions and answers to be used in the 7 and 11-month written examinations:

- 150 questions for the 7-month exam (1st due)
- 100 questions for 11-month exam (2nd and 3rd due)

Station Captains assigned to Marine stations shall additionally furnish the Training Division with a detailed list of navigational hazards.

Station Captains shall review these questions and answers annually, update them as necessary, and forward either the updates or a statement that no changes are needed to the Training Division prior to March 15th of each year.

In stations with multiple apparatus, the 1st, 2nd, and 3rd due definitions for 7 and 11 month exams are based on the engine company regardless of assignment.

Questions must be in multiple choice format with four possible choices (a-d), with a separate answer key. The exams must be produced digitally using MS-Word, and will be uploaded to a test bank program.



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212.05.04 Exam Documentation

Following each written exam the Training Division will record the exam score in the Probation Exam menu in Resource Management. This will generate an e-mail prompt to the company officer to electronically sign, then proceed through the chain of command (Company Captain, District/Battalion Chief, Division Chief of Operations). Each step in the chain requires the officer to make comments regarding the Probationary Firefighter in order to gather additional feedback. Resource Management will initiate e-mail prompts at each step in the chain of command.

212.06 MONTHLY REVIEWS

Company Officers shall document performance of assigned Probationary Firefighters using the **Probation Review** menu in Resource Management. These reviews shall be completed each month then electronically signed by the Probationary Firefighter (from the **Admin** menu of Resource Management). The review is then forwarded through the chain of command (Company Captain, District/Battalion Chief, Division Chief of Operations). If a permanent transfer occurs during the probationary period, the reviews shall be forwarded to the new Company Officer. Resource Management will initiate e-mail prompts at each step in the chain of command.

212.07 FORMS ATTACHMENTS

JFRD Basic Fireground Skills Checklist (Engine Company)
JFRD Basic Fireground Skills Checklist (Ladder Company)
JFRD Driver Training Form
Probationary Firefighters Examination Guide



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JFRD Basic Fireground Skills Checklist (Engine Company)

Firefighter: _____ Employee Number: _____

Company Officer: _____ Assignment: _____

Skill	Date	Initial
1. Pumping a Pre-Connected Handline (from the booster tank)		
2. Hand-Laying a Supply Line to a Hydrant		
3. Engine or Tanker as Secondary Water Supply		
4. Changing from Booster Tank Supply to Hydrant Supply		
5. Pumping Attack Lines and Supplying Water		
6. Drafting from a Tanker Basin		
7. Supplying a Ladder Pipe		
8. Ground Based Master Streams		
9. Relay Pumping from a Hydrant		
10. Pumping Multiple Lines		
11. Placing a Foam Line in Operation		

Company Officer: I hereby certify that F/F _____ has completed the above basic fireground skills training under direct supervision of the Company Officer, as described in SOP 212, and has shown satisfactory performance.

Firefighter Signature: _____ Date: _____

Officer Signature: _____ Date: _____

District Chief: I have reviewed this form and concur with the Company Officer.

Chief Signature: _____ Date: _____



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JFRD Basic Fireground Skills Checklist (Ladder Company)

Firefighter: _____ Employee Number: _____

Company Officer: _____ Assignment: _____

Skill	Date	Initials
1. Operation of Outriggers (including short-jacking)		
2. Raise, Operate, and Bed the Ladder		
3. Operate Generator and On-Scene Lighting		
4. Operate Installed Hydraulic Rescue System		
5. Operate Ladder for Firefighting		
6. Operate Ladder for Rescue		
7. Operate Emergency Power Unit		
8. Operate Installed Pneumatic System		
9. Place Ground Ladders for Emergency Egress		

Company Officer: I hereby certify that F/F _____ has completed the above basic fireground skills training under direct supervision of the Company Officer, as described in SOP 212, and has shown satisfactory performance.

Firefighter Signature: _____ Date: _____

Officer Signature: _____ Date: _____

District Chief: I have reviewed this form and concur with the Company Officer.

Chief's Signature: _____ Date: _____

