

## BULLETIN

NO: 19-113

DATE: June 24, 2019

TO: All Personnel

FROM: Steve Wright, Deputy Chief, Shift Commander (A)  
Kelly Zombro, Deputy Chief, Shift Commander (B)  
Steven Lozano, Deputy Chief, Shift Commander (C)

SUBJECT: Probationary Firefighter Reports - Accountability

San Diego Fire-Rescue has committed to running 3 academies per year for the next two years. This will result in an unprecedented number of probationary firefighters that will need to be trained and evaluated. Focused training is accomplished during PAT rotations. However, all company officers share the responsibility for providing these newest members training and accurately evaluating performance and behavior using Probationary Firefighter Reports (PFR) on Target Solutions. This valuable training provided by all company officers and the accurate and timely completion of the PFR documentation is critical to ensure that we are upholding the high professional standards of the SDFD.

Recently there has been inconsistencies in properly completing training/PFR reporting which has led to incomplete training information and administrative delays. The Shift Commanders want to make all fire officers aware of these impacts and communicate items that need to address:

- Probationary reports (PFR) need to be properly completed by the end of each shift
- Probationary firefighters should not have to email captains requesting overdue PFRs
- PAT Captains should not need to follow-up with captains who do not respond to PFF's requests for overdue reports
- Improve minimalistic report writing which provides little or no information for PAT officers
- Discontinue unprofessional comments and/or sarcasm in PFR reports
- The rating being given should match the remarks in the comment section. For example; captains who write lengthy descriptions of unsatisfactory or below standard performance or attitude but still issue a rating of satisfactory

Probationary Firefighter Reports are official documents that are archived in Target Solutions. These documents may be used in disciplinary matters and even litigation. All PFR reports are reviewed by Post Academy Training Officers each month. Please keep in mind that this is in addition to the Probationary Firefighter Reports they complete daily. All the accumulated PFR information is used as the basis for the two probationary EPR each employee receives. The PFR feedback is important and valuable, and the hard work and dedication company officers put into them is appreciated.

Please contact any Post Academy Training Officer or Battalion 7 Chiefs if you have any questions or need more information regarding this topic.