

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 05		DEPARTMENT FIRE
SUBJECT TRAINING: PROBATIONARY / ACADEMY TRAINING AND EXAMINATION PROCEDURES	SECTION 03	PAGE 1 of 1	EFFECTIVE DATE 03/06/2013

I. PURPOSE

Training and education shall be made available to provide the recruit firefighter with the information and skills required to become a competent Firefighter I and then successfully career advance to Firefighter II.

II. SCOPE

This policy shall apply to all SDFD Personnel.

III. AUTHORITY

The Fire Chief authorizes the information within this policy.

IV. POLICY

A. Probationary and Academy Training Period

1. The first 16 weeks of training will be conducted in a Fire Academy format. During this period, the candidate will be on a 40-hour work week. The Academy is divided into a number of areas. The Recruit must pass with a minimum combined score of 80% and score at least 70% in each of the different areas. (Refer to the Academy Policy Manual, located at the Training and Education Division, for detailed information.)
2. At the completion of the Academy, the recruit advances to FFI, probationary firefighter. Training and Education will submit the required documentation to the State Fire Marshall to certify the individual as a FFI.
3. At this time the probationary firefighter will be placed on a division and assigned to a Post Academy Training (PAT) Captain at the Training Station. All Probationary Reports during this first year of employment must be routed through the probationary firefighter's assigned PAT Captain.
4. The probationary firefighter will be rotated in and out of the Training Station, as needed, to accomplish the required post-academy training.
5. Approximately ten months after classification as a FFI, the probationary firefighter is tested for advancement to the FFIIC step. This exam includes both a manipulative and written portion. The manipulative portion makes up 40% of the overall score with the written portion accounting for 60%. The recruit must pass with a minimum combined score of 80% and score at least 70% on each individual exam.
6. Upon successful completion, the probationary firefighter is career advanced to FFIIC on their one year anniversary date. Since this represents a classification change, the individual remains on probation for an additional six months. During this period, probationary reports should be submitted directly to the Training and Education Division.