

San Diego Fire-Rescue Department Probationary Firefighter Expectations

Behavioral & Conduct Expectations

- The goal is to help you succeed and obtain the knowledge and skills necessary to perform duties at the level required by San Diego Fire-Rescue. You are expected to demonstrate sufficient understanding of the policies, procedures, guidelines, and practices associated with a Firefighter who promotes from a probationary status to a permanent status employee.
- The probationary period is a continuation of a progressive training process, which incorporates Academy training into actual practice. The probationary period, in accordance with Civil Service Rules and Personnel Regulations, shall be regarded as a significant part of the examination and testing process for permanent appointment.
- As a Probationary Firefighter working in emergency operations, you are expected to treat others with dignity and respect, adhering to the City of San Diego's Norms and Values. The fire service is an organization that requires teamwork, discipline, and professionalism. Probationary Firefighters are expected to obey orders, conform to all department policies and procedures, display a positive attitude, and adhere to the Code of Conduct in Standard Instruction 03, Section II, pages 1 of 28 in the SDFD Administration Manual.
- The attitude, behavior, and conduct of Probationary Firefighters is evaluated throughout the first year of probation. Inappropriate, unprofessional behavior by a Probationary Firefighter will result in discipline and may result in probationary failure. Based on the severity of the misconduct, discipline may not be progressive and probationary failure may be recommended on the first offense.
- San Diego Fire-Rescue Department Administration Manual, Standard Instruction 3, Section IV.D.2.d.(4). states "An employee approaching the end of the probationary period should not be retained if there is doubt as to the employee's ability and/or willingness to perform satisfactorily."
- City of San Diego Civil Service Rule XI, Causes for Removal
 - Incompetent or inefficient in the performance of his or her duty
 - Offense in conduct toward fellow employees, wards of the City, or the public
 - Violated any lawful regulation or order, or fail to obey any lawful direction or order (insubordination)
 - Convicted of a criminal offense involving moral turpitude
 - Caused damage to or waste of public supplies
 - Absent without leave
 - Excessive absenteeism
- Probationary Firefighters are required to pass their Class Exam with a combined score of at least 80% and at least 70% on each individual exam. Failure is grounds for probationary failure.

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1. Probationary FF Characteristics

Attitude, Self-Motivation, Task Assumption, Demeanor, Initiative, Respectfulness, Professionalism, and Customer Service, etc.

- #1 Priority is Family
- Prioritize your day using the following acronym:
- F- Fire Response
- F – Fire Apparatus/Equipment
- T – Training
- I – Inspections
- P – Physical Fitness
- S – Station Maintenance

2. Medical Aid & Rescue Emergencies

Patient assessment, cooperation & teamwork, knowledge & operation of equipment, maintains composure, professionalism, utilizes proper PPE and safe practices, etc.

- Response – press responding, turn on batteries
- Checking EMS equipment both EMT and Medic
 - Log on to iPad
 - Check inventory of equipment, O2 levels, batteries, etc.
 - SDFD certified medic to check Narcs
- Always be in the required PPE, no shortcuts
 - Radio, Eye Protection, Gloves
- Anticipate the incident and bring all required equipment
 - Suction unit, trauma bag, extra Oxygen bottle & backboard on CPR, hand-light at night
- Expect to use your EMT assessment skills; Do Not simply wait for the medic to initiate an assessment.
 - Patient Assessment FF – Conversation with patient
 - Support FF - Obtain complete set of vital signs: **PRBELLS**
 - PM of record will take over as necessary
 - Prepare/package the patient for moving to the gurney prior to ambulance arrival
- Treat all patients with compassion. Treat all patients like a family member = CUSTOMER SERVICE!
- Constantly *Go the Extra Mile*.....
- Maintain composure, stay calm, take a deep breath and rely on your training.
- Teamwork
 - Assist the ambulance crew with lifting gurney, with vitals in the back, carrying gear, radio report if applicable, restocking, cleaning up after codes, starting rig
- Ambulance Driving
 - Drive extra slow and smooth to hospital with a patient in the back
 - Know radio channels and MDC usage
 - Code 10, 20, 30, 40, 50
 - Know code light operation and siren usage
 - Know hospital routes!!

3. Fire Ground Operations

Follows orders, maintains composure, operates in safe manner, proper use of PPE Engine Company Functions - S&R, hose line management, etc.

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Truck Company Functions - S&R, ventilation, ladders, forcible entry, salvage & overhaul, etc.

- Fire Ground Speed
 - Slow down and take in the big picture
 - DO YOUR OWN SIZE UP EVERYTIME!
 - Do not run. Repeat... Do not run.
 - Stay together as a crew – Do not leave your partner!
 - Don't be a tool, bring a tool!
- Masking up vs. Not Masking up enroute to a fire
 - As a general rule do not mask-up while enroute
 - Times that may be ok to do it – Immediate known-rescue or victim; incident specific.
- Engine Company Operations
 - Hose selection – Unless directed by the captain, you make the call
 - Recon or size-up the fire quickly first, then make a decision. Run it by your captain, then make it happen.
 - First in Operations – Whether the Captain takes or passes IC - Know how this affects your actions.
 - Supply line options
 - 4" dry line
 - 4" line down an alley
 - Equipment to bring
 - Tic Always
 - 1st in bring irons
 - Next-in Companies bring a 6' pike pole
- Truck Company Operations
 - See *inventory equipment sheet*
- High-Rise fires – Grab the standpipe kit/bag
- PPE – Follow the policy and "if you don't know ask"
- Keep the Engineer informed of all equipment removed from apparatus
- Radios & usage
 - Know proper channels and scan list, review your radio in the AM
 - Keep volume down or off if the Captain is going to conduct a radio-report from the rig
 - Utilize collar mics and voice amps
 - Radio chatter and usage/ Chain of command/ Radio discipline

4. Response Readiness

Turnover, PPE on Apparatus, SCBA checks, equipment location/maintenance and apparatus familiarization.

- F.F.T.I.P.S.
- Proper relief in morning
- Turnover coming on and off duty.
- PPE must be placed on Rig – Set it up for success and ready to use, not just stored on the rig
- SCBA Check – Conduct a thorough daily check... EVERYDAY!!
 - (Tags, batteries, voice amp, straps, pak-alert, etc.)
- Know the entire rig, check all equipment daily
 - GPM settings, radio settings, where tools are and what's inside
- Inform the Engineer of any discrepancies or problems
- Log onto MDC, ePCR, QA Net, RMS, Inspections

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5. Training

Utilizes safe practices and PPE, willingness to learn, study habits, initiative, utilization of time, hose lays, truck company operations, equipment use. Mechanical dexterity. Knowledge of Drill Manual, Operations Manual, Admin Manual, Spiels & SOG's. Completes daily online training and documentation, etc.

- Utilizes **Safe Practices** (including PPE)
 - Wear all proper PPE, even when starting equipment for daily checks
 - Practice like you play! ...Practice to win!!
- Engage in positive growth:
 - Willingness to learn, study habits, initiative, utilization of time
 - Take advantage of being at certain stations. Don't pass up the opportunity to train on a truck or brush apparatus by completing a drill that can be done at any station or studying in your room.
 - Be proactive in letting us know what drill you need to complete. This is training, not a test, so let us know what you are weak in because we want to make you better! (Don't pick something to drill on because you want to show off how good you are.)
- Engine Company Operations
 - Hose lays
- Truck Company Operations
- Mechanical dexterity
 - Use your BRAIN to solve problems while falling back on your training, education, and experience.
- Knowledge of Drill Manual, Operations Manual, Admin Manual, Spiels, & Standard Operating Guidelines (SOGs)
- Task Books for BC vehicle and Chem pick-up
 - You are responsible for being proficient in all areas that you have been previously assigned or trained in.
- Complete expected daily online training and documentation, etc.
 - Probationary drills assigned on Target Solutions
 - No overdue assignments. Repeat... NO OVERDUE ASSIGNMENTS!!
 - Keep a personal tracker of your drills

6. Non-Emergency Operations

FCIP & FCU Operation, Pre-Fire Planning, Fire Prevention & Education, Community Events & Public Relations, Customer Service, etc.

- Actively participate and learn how to conduct an FCIP
- Understand the importance of pre-fire planning and how to complete and update them
- Get involved with community events and public education
 - Burn Camp
 - MDA Boot Drive
 - Fire prevention trailer
 - Cadet program
 - Toys for Tots
 - Other
- Go out of your way to do something extra for the public.
 - Carry stickers for kids

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- Show kids the apparatus and station
- Give station tours
- Other
- When the public comes to ask for your help have a “can do attitude” versus a “can’t do attitude”.

7. Physical Fitness

Actively participates, endurance, strength, flexibility, overall physical condition, adheres to code-9 policy, wears proper uniform, etc.

- Uniform
 - Tank tops are ok
 - Wear proper shorts
 - No shirtless
- Push and challenge yourself for a good workout, but leave enough in the tank to perform effectively on a fire
- Know the Code-9 Policy
 - You will be held accountable

8. Station Maintenance & Duties

Initiative, plans and organizes work effectively, teamwork and cooperation. Performs daily, weekly, and monthly station duties (housework, fuel logs, generator test, station supplies, forms, yard work, etc.).

- Daily checks and log sheets
 - All Apparatus
 - FDM-7 Pre-trip (BC, Utility, Pickup, etc.)
 - PPE Bin
 - FDM-8
 - FDM-26 all apparatus
 - Operations Checklist
 - Narcs (medics) – Engine, Truck, Brush
 - Fuel tank
 - Generator
- Weekly duties (locate the sheet on the wall)
- Monthly duties
 - Forms
 - Station supplies
 - Office supplies
 - Condos
- Take and show initiative to complete these duties. If you need more time to get this done, communicate the need.
- Leave the station better than you found it... make time to do this throughout every shift.

9. Administrative Duties & Responsibilities

Knowledge of City and Department Policies, EEO, Department Communications. OneSD, Target Solutions, E-mail, Telestaff. Uniform and grooming, etc.

- You are responsible for knowing and following all city policies.

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- Be guided by common sense. Would you do or say this in front of your mother?
- Complete OneSD (timecard) in the AM of every shift
- Send your OneSD to your Admin Captain for any day off (trade off, annual leave, etc.) and follow up with an email. Enter Admin Captain's station in OneSD for 'station worked'.
- Check your email and Target Solutions daily while on-duty. Repeat... DAILY!!
 - You will be held accountable
 - Do not send mass email
 - No overdue assignments
- Emails should follow the chain of command: Cc your Company Officer
- Remember to use the chain of command with issue regarding staffing/ Telestaff.
- Do not use the station computers for personal business.
- Uniforms and grooming should be held to the same standard as when you were in the academy.
- DO NOT BE ON A LIST- It is your responsibility to attend all required department training such as IST, CE (medics), Wellness, BMO, Wildland Refresher, Etc.
 - Do not wait for the make-up sessions
- You must notify your Admin Captain immediately upon receiving any Probationary Report rating less than Satisfactory.
- You must notify your Admin Captain and **receive authorization to take any time off**, (other than UL) including shift trades, prior to taking time off.

Red Binders:

Upon completion of the Fire Academy, Probationary Firefighters will be issued red 3-ring binders from the Training and Education Division. The Probationary Firefighter shall bring their red binder with them to each station throughout probation. The red binders contain the following documents:

- Exposure vs Proficiency Expectations Engine Ops
- Monthly Didactics – Administrative Probationary Firefighter Drills
- Probationary Firefighter Drill Schedule
- Probationary Firefighter Expectations
- Truck Drills by Repetition
- Probationary Firefighter Drill Tracker

The Probationary Firefighter Drill Tracker allows, both the Probationary Firefighter and their Administrative Fire Captain (PAT), a way to physically track the drills that they are expected to complete during probation. All Company Officers are still required to document the drills on Target Solutions. The drills are based on the curriculum developed by the Training Division and the Post Academy Training Program. Once probation is complete, the Probationary Firefighter will turn the drill tracker into their Administrative Captain who will review the document and then forward to the IST/Class Exam Coordinator.

Leader's Intent = Your Success:

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- Create Good Habits and Solid Fundamentals
- You were hired to make good decisions and utilize sound judgement, both on and off duty... SO MAKE GOOD DECISIONS and UTILIZE SOUND JUDGEMENT!!
- Stay Engaged in becoming a better Firefighter every day!
- What did you do today to help you and your crew be better for tomorrow?
- Remember the BASICS!
- Be alert. Keep calm. Think clearly. Act Decisively.
- Utilize discipline in your **ATTITUDE, BEHAVIOR, and CONDUCT.**

Our intent is to help you succeed and obtain the knowledge and skills necessary to complete probation and perform duties at the level required of a San Diego Firefighter. Your performance must confirm that you have the necessary skills required by the Department. You must demonstrate sufficient understanding of the policies, procedures, guidelines, and practices associated with a Firefighter who promotes from a probationary status to a permanent status employee.