


SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	SECTION: General	S.O.P: 103.15
	SUBJECT: Probationary Period	PAGE: 1 of 2
	Approved By:	Effective Date: December 1, 2012
		Revision Date:


Purpose:

To establish guidelines for all recruit members of the Shelbyville Fire Department

Policy:

1. Upon completion of your application and background request form, the chief shall perform a background check on all applicants within the first two weeks after application submission
2. All probationary firefighters shall be issued a recruit packet upon acquiring the application and shall read and obtain the information included.
3. The probationary period for the new probationary firefighter shall be held for six (6) months from the date of application. During this probationary period a list of requirements and regulations shall be adhered to. The requirements and regulations are as follows:
 - a. Probationary firefighters shall obtain at a minimum of fifty (50) hours of training during their probationary period.
 - b. During this period a probationary firefighter may only miss two (2) consecutive weeks of training. If more is missed during the probationary period, then the probationary firefighter shall have seven (7) days to submit in writing the excuse for absence. IE: sickness, occupational requirements, school, etc.
4. While serving with the Shelbyville Fire & Rescue all members shall adhere to the department's chain of command. An illustration of the chain is located in the SOG manual.
5. During your six month probationary period. The probationary firefighter cannot apply with another department. This guideline is to adhere to the Shelbyville fire departments training policy to assist in the probationary firefighters duties to become a proficient volunteer firefighter for the citizens of Shelbyville. After the probationary period you may apply to serve other departments. This shall apply to all members; all members shall notify the chief in writing with the intent to apply with another department. If coming to us from another department, then a firefighter with two years experience with that department shall have three (3) month probation and all others shall remain with the six (6) month probation.
6. All members shall have valid Ky driver's license and Kentucky vehicle insurance.
7. During the six-month probationary period the probationary firefighter cannot have emergency equipment on his/her vehicle until they have been on the department for a minimum of four months and they have completed the annual emergency vehicle operator course. They also shall not be the operator of any apparatus prior to these requirements either.

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8. After the probationary period, all new members shall take basic entry job performance review to determine your level of skill. The officer in charge of training shall conduct this.
9. All applicants, probationary firefighters, and members shall conduct themselves in an orderly and professional manner at all times while wearing City of Shelbyville clothing and while in the duties of a Shelbyville firefighter.
10. During this probationary period you may be released for any reason as deemed by the chief.

By signing this below, I the probationary firefighter shall agree to adhere to all policies indicated and set forth by the Shelbyville Fire & Rescue. In signing this I agree that if I do not adhere and if in any form do not meet the requirements as set forth, I shall be removed from service.

Probationary Firefighter

Chief Willard Tucker