



Probationary Firefighter

	Table of Contents	Page
1.0	Purpose	2
2.0	Responsibilities	2
3.0	Definitions	2
4.0	Requirements	2
5.0	Review Schedule	3

Revisions & Effective Date			
Letter	Description	Date	Prepared
A	Complete redesign of procedure	06/01/2004	TAB
6	Revised	06/12/2000	TAB
5	Revised	01/22/1997	TAB
4	Revised	05/01/1994	TAB
3	Revised	12/12/1990	TAB

Prepared By: Teddy Booth	Title: Fire Chief Taylors Bridge Fire Dept	Date: 06/01/2004
Approved By: Keith Powell	Title: Chairman Standards Committee	Date: 06/27/2004
Approved By: Teddy Booth	Title: Fire Chief Taylors Bridge Fire Dept	Date: 07/01/2004



Taylors Bridge Fire Department, Inc.
Standard Operating Guidelines

Procedure: **SOG-320**
Date: **06/01/04**
Page: **2 of 3**
Revision: **A**

1.0 Purpose

- 1.1. To provide Probationary Firefighters with a set of guidelines and responsibilities.

2.0 Responsibilities

- 2.1. The Fire Chief shall assure that all Probationary members are reviewed and processed fairly regardless of age, religion, gender or race.
- 2.2. The Fire Chief must instruct the officers and department membership of the limitations set for Probationary membership to assure personal safety.
- 2.3. Officers shall assure that Probationary members are only to perform their duties under direct orders and supervision of an officer and/or senior member of the Taylors Bridge Fire Department.
- 2.4. Probationary members must adhere to their limitations and do not have the authority to direct other members.

3.0 Definitions

- 3.1. Probationary Firefighter
 - 3.1.1. New member older than eight-teen years of age.
 - 3.1.2. Has no or limited experience in firefighting skills.

4.0 Requirement

- 4.1. Upon approval of the Fire Department, a person will serve a twelve-month probationary period except applicants with two years **documented** prior active service on a certified fire department. These accepted firefighters should then only serve a six-month probationary period.
- 4.2. Probationary Firefighters are automatically entered into the department's Insurance, Workman's Compensation, the Sampson County Firemen's Association, Benevolent Brotherhood Fund and NC.



Taylors Bridge Fire Department, Inc.
Standard Operating Guidelines

Procedure: **SOG-320**
Date: **06/01/04**
Page: **3 of 3**
Revision: **A**

State Firemen's Association. These organizations will cover injuries and death benefits.

- 4.3. Retirement benefits will be offered after the completion of one-year continuous service and successfully voted as an active firefighter. Applicants already in the retirement program through another agency will have to pay for their retirement during the probation period. The fire department will only make retirement contributions during your active firefighter status with the Taylors Bridge Fire Department.
- 4.4. Probationary Firefighters **DO NOT** have the power to vote.
- 4.5. Probationary Firefighters **DO NOT** have the power to hold any office.

5.0 Review Schedule

- 5.1. The Fire Chief shall review Probationary Firefighter at three months, Officers at six months and entire fire department at twelve months as to their progress.
- 5.2. After twelve months, if the Probationary Firefighter has successfully satisfied their duties as documented, the individual will be brought up for a vote by the general fire membership.
- 5.3. If the individual is not satisfying the duties as documented, then termination with the fire department shall be considered and brought forth to the general membership of the department for vote.