

FARMINGTON HILLS FIRE DEPARTMENT

PERSONNEL PROCEDURE

PRIORITY: 3

**PAID-ON-CALL EVALUATION
ACKNOWLEDGEMENT/
EXPLANATION**



No: 415.1.1

EFFECTIVE: 09/01/02
(Rescinds version: 09/13/99)

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FIRE CHIEF APPROVAL:

A handwritten signature in black ink, appearing to read "R. A. ...", is written over a horizontal line.

Recruit Fire Fighter and Probationary Requirements **Acknowledgement and Explanation**

Having successfully completed the hiring and selection process, you are now appointed to the position of Probationary Fire Fighter.

The following items are listed below so that a full explanation of all probationary requirements and expectations can be made and allow you to acknowledge your understanding of each. These items will be reviewed with you during the orientation meeting conducted at Fire Headquarters.

Please pay attention during the explanation of these items and indicate your understanding by initialing next to each statement.

This is your handbook. It contains many important items concerning the probationary period and your responsibilities during recruit training. Please take it home with you and review its contents. You will be required to return this form with your signature. The original form will be placed in your personnel file and a copy will be retained in your handbook.

INITIALS

REQUIREMENTS

1. _____ I have been given a Farmington Hills Fire Department Recruit Handbook, and I am responsible for reading and understanding its contents.
2. _____ That in order to maintain organizational harmony and exercise personal discipline, I will conduct myself in accordance with the Rules and Regulations of the Farmington Hills Fire Department at all times.
3. _____ That it is my responsibility to follow all oral and written direction given to me by the Department, its Officers and representatives.
4. _____ I will successfully complete the Farmington Hills Recruit School and comply with all course rules and requirements. The Department reserves the right to dismiss any Recruit School student whom, in the opinion of the Training Division, does not perform in accordance with the expectations of Farmington Hills Fire-Rescue. I am required to maintain a course average grade of eighty percent (80%) throughout the entire Recruit School.

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5. _____ I currently possess or will obtain a valid Michigan Department of Consumer Industry Services license as an Emergency Medical Service: First Responder (or a higher level of licensing as a Basic EMT, Specialist EMT or Advanced EMT. Equivalency will be evaluated on a case by case basis. I understand the Farmington Hills Fire-Rescue desire for employee excellence. I am required to maintain a course average grade of eighty percent (80%) throughout the Medical First Responder School. Further, I am required to obtain a minimum score of eighty percent (80%) on the Medical First Responder written certification examination.
6. _____ I currently possess or will obtain current American Red Cross CPR for Professional Rescuers certification. Equivalency will be evaluated on a case by case basis.
7. _____ I currently possess or will obtain Michigan Fire Fighters Training Council certification as a Fire Fighter I and II. Equivalency will be evaluated on a case by case basis. I understand that I must obtain a minimum score of eighty percent (80%) on all required Fire Fighters Training council certification examinations (including Hazardous Materials Awareness and Operations, Drivers Training, Fire Fighter I and II).
8. _____ I will be paid at the Federal Minimum Wage hourly rate for all Recruit School classes (scheduled class time only; study and practice time is not reimbursable). See Procedure No. 410.3.
9. _____ I will be paid at the Probationary rate of pay (not including Recruit School class time).
10. _____ I will be assigned to a F.H.F.D. station as determined by the Fire Chief. I will be required to serve a probationary period of not less than 12 months nor greater than 18 months. My probationary period will begin on: _____.
11. _____ During the probationary period, my performance will be regularly evaluated at 5 months, 11 months, and at 17 months. These performance reviews are further described in Procedure No. 415.1.

I understand that as part of the minimum training requirements of the Farmington Hills Fire Department (Procedure No: 600.1), I must:

12. _____ Obtain a Michigan Department of Consumer and Industry Services Emergency Medical Technician license within twenty-four (24) months of my date of hire. This period will expire on _____. I understand the Farmington Hills Fire-Rescue desire for employee excellence. I am required to maintain a course average grade of eighty percent (80%) throughout the Emergency Medical Technician School. I further understand that I must obtain a minimum score of eighty percent (80%) on the MDCIS authorized license examination.
13. _____ Satisfactorily complete the Michigan Fire Fighters Training Council Drivers Training Certification and be granted authorization to drive Farmington Hills Fire Department apparatus from the Chief of Department. (This will be required during the probationary period.)

14. _____ I am responsible to conduct myself in accordance with the Rules and Regulations of the Farmington Hills Fire Department and its Policies, Procedures and Special Orders, and the City of Farmington Hills City Codes of Conduct.
15. _____ As a Probationary Fire Fighter, I will all perform all duties to which I am assigned to the best of my ability.
16. _____ I am responsible to read and respond promptly to all posted information regarding training, events, meetings, Rules and Regulations, Policies and Procedures and their contents as they apply to my rank and position.
17. _____ Due to the emergency nature of Fire Department activity, I will maintain preparedness by becoming knowledgeable in the care, use, and maintenance of the facilities, apparatus, equipment, and items of personal issue for which I am responsible at my assigned Station.
18. _____ I shall attend all scheduled regular and special training sessions to which I am assigned during the probationary period unless I receive specific permission to be excused from my District Chief and/or the Training Division.

Response and Attendance

19. _____ During the probationary period, I am required to respond to forty-five percent (45%) of the tone-alerted emergencies at my assigned Station.
20. _____ In order to experience the variety of activities in which the Department is involved, I will attend and participate in special events such as Public Fire Safety Education programs, parades (excluding Memorial Day and Founders Festival), Fire Department Open House (mandatory) or other special activities during my probationary period. I understand that I am eligible to submit for payroll while participating in any approved special activity.
21. _____ Recognizing the commitment made by members successfully completing the probationary period, you will be eligible to receive the "probationary bonus."
22. _____ I will assume responsibility for my own actions and performance in everything that I do. I will always strive to exceed the minimum requirements of the Farmington Hills Fire Department.

If any aspect of your orientation is not clear to you, now is the time for you to ask your supervisor or Assistant to the Fire Chief for Volunteer Activities specific questions concerning those areas in which your information is not complete.

I, _____ (print name), acknowledge receiving this listing of the Recruit Fire Fighter and Probationary requirements.

REQUIRED SIGNATURES:

Member: _____
(signature)

Date ___/___/___

District Chief: _____
(signature)

Date ___/___/___

Chief of Department: _____
(signature)

Date ___/___/___