

Purpose: This policy establishes procedures and restrictions for CTFD personnel 18 years of age and older during their probationary period after attaining membership.

Administration: The Assistant Fire Chief and Deputy Fire Chief of Outreach will have joint responsibility for administration of this policy within the scope of their job descriptions.

Definitions:

New Probationary Member: a newly accepted CTFD member who does not have prior fire service experience and training equal to or greater than that required under the CTFD SCBA Qualification sheet.

Experienced Probationary Member: a newly accepted CTFD member who has prior fire service experience and training equal to or greater than that required under the CTFD SCBA Qualification sheet.

Policy:

All Probationary Members

- Newly accepted CTFD members will be placed on New Probationary Member status for a period of not less than six (6) months, beginning on the date they have cleared required background checks and been certified ready for service by the Fire Chief.
- Participation by a Probationary Member will be restricted to training, drills, and station/apparatus maintenance activities until such time as that member has participated in a minimum of six (6) such activities.
 - When the Probationary Member has reached the six (6) activity minimum, the member's record and performance will be reviewed by a committee composed of the Assistant Fire Chief (chair), Deputy Fire Chief of Operations, Deputy Fire Chief of Training, Deputy Fire Chief of Outreach, and Station Captain for the station to which he/she was assigned.
 - Based on the findings of the review committee, the Assistant Fire Chief may clear the Probationary Member for response, assign the member to an additional period of restricted activity followed by another review, or recommend the member be removed from duty by the Fire Chief.
- After the member has completed six (6) months on Probationary status, the member's record and performance will be reviewed by a committee composed of the Assistant Fire Chief (chair), Deputy Fire Chief of Operations, Deputy Fire Chief of Training, Deputy Fire Chief of Outreach, and Station Captain for the station to which he/she was assigned for these activities by the Deputy Fire Chief of Operations.
 - Based on the findings of the review committee, the Assistant Fire Chief may recommend to the Fire Chief that the member be placed on Active Member status, assigned to an additional probationary period followed by another review, or be removed from duty.
 - The Fire Chief will have sole authority for final approval of members for Active Member status, taking into account the recommendation of the Assistant Fire Chief.
- Probationary Members will not be issued keys for station access, but may be on station premises at any time, provided at least one Active CTFD member is present.
- Any member who is on Probationary status may be subject to permanent removal from firefighting duty at the discretion of the Fire Chief and Assistant Fire Chief at any time.

New Probationary Members

- New Probationary Members will be issued turnout gear and related firefighting equipment suitable for use in training and fireground support roles upon being cleared for service.
 - During the probationary period, all turnout gear and related firefighting equipment will be kept in the CTFD station to which the New Probationary Member is assigned by the Deputy Fire Chief of Operations.
 - Any CTFD Officer may give a New Probationary Member limited permission to take any such equipment home or carry it in their personal vehicle for a specified purpose, such as attending training or participating in a CTFD detail.
- After being cleared for response by the Assistant Fire Chief, the New Probationary Member will be issued a pager.

Experienced Probationary Members

- Experienced Probationary Members will be issued turnout gear and related firefighting equipment suitable for use in interior firefighting roles upon being cleared for service.
 - During the initial restricted activity period, all turnout gear and related firefighting equipment will be kept in the CTFD station to which the Experienced Probationary Member is assigned by the Deputy Fire Chief of Operations.
 - During this period, any CTFD Officer may give an Experienced Probationary Member limited permission to take any such equipment home or carry it in their personal vehicle for a specified purpose, such as attending training or participating in a CTFD detail.
- After being cleared for response by the Assistant Fire Chief, the Experienced Probationary Member will be issued a pager and may be given permission to take all firefighting equipment home or carry it in their personal vehicle to facilitate emergency response by the Deputy Fire Chief of Operations.