



Guideline for Lateral Firefighter Probation

This document shall serve as a guideline for conducting probationary training and evaluation for Lateral Firefighters.

Orientation

The Lateral Firefighter will complete two weeks, ten (10) days 0800 – 1700 hours, of department orientation. The concentration of effort for this Orientation shall be the engine firefighter riding position. Lateral Firefighters are scheduled on a 56-hour workweek and will be assigned to an engine company one night a week, typically Friday evenings, to complete a 24-hour shift that day.

The orientation schedule and training will consist of:

- Administrative briefings including Command and Administration staff introductions, Probationary program overview and task book assignment, email, Telestaff, Target Solutions, operations calendar, station tours, policy manual introduction
- PPE distribution and locker assignment
- HR/Benefits overview, Union introduction, MOU
- Expectations of engine firefighter (fire alarm, structure fires, vehicle accidents, EMS/MCI), operational familiarization
- Equipment inventory and usage (primarily engine, limited truck)
- Demonstration of skills proficiency (SCBA, Hose pulls, hose loads, RIC, power saws, ground ladders, EMS, radio use, operational presentations, department vehicles)
- Introduction to Prevention division and mechanic's shop etiquette

The Module 1 Task Book may be used as a framework for content, but it will not be signed off during the orientation.

Module 1

Captains will ensure training is provided for all the items listed in the Module 1 Task Book. The Captain will then evaluate and certify that the Lateral Firefighter meets expected performance standards and have a strong working knowledge of all the Task Book subject matter.

Test challenge – With successful demonstration of subject mastery, a Module 1 manipulative test may not be required. At the completion of the Module 1 Task Book, the Shift Battalion Chief and Training Chief will meet with the supervising Captain to review the probationary member's performance and approve advancement to the next Module. The probationary member may be required to discuss content or demonstrate skills. This meeting may also result in the requirement that the probationary member complete a regular probationary examination.

Module 2

Module 2 will follow the same framework as Module 1. Lateral Firefighters will complete the District 34 map test at the end of Module 2.

Modules 3 and 4

Modules 3 and 4 are administered in the same protocol and pace as entry-level Firefighter Probationary Modules.

Lateral Firefighters will complete the District 37 map test at the end of module 3 and then the running routes and overall final map test at the end of Module 4.

Lateral Firefighter probation will be eighteen (18) months.

Modification of the Plan

The individual's demonstrated competency or organizational needs may be cause to modify or deviate from this plan; any modification will be at the discretion of the Fire Chief or their designee.

Previous academy attendance, previous work experience, familiarity with San Mateo County Operational Policies, demonstrated proficiency during Orientation or during any of the Probationary Modules may be reasons to modify. Organizational needs such as alignment with the module or testing schedule of other probationary members may also be considered. Possible modifications include, but are not limited to, extension of Orientation, lengthening of time for each module, or going with the standard protocol and pace for entry-level Firefighter Probationary Modules.