

**CITY OF AUBURN HILLS
FIRE DEPARTMENT
PERSONNEL GUIDELINE**

SUBJECT: Field Training Program for the Recruit Firefighter	NUMBER: 126
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I. PURPOSE

The purpose of this program is to insure the consistent and thorough training of the recruit Firefighter. The secondary purpose of this program is to give the station officers knowledge of the performance of a probationary firefighter during their probation. This program will also allow the probationary firefighter to gain a working knowledge in the operations of the Auburn Hills Fire Department.

II. GUIDELINE

In order to assure the safe and consistent operations of this fire department, the Field Training Program has been developed. It has been designed to systematically introduce the recruit firefighter to the operations of this fire department and work in conjunction with State recognized training. In the initial phases of the evaluation period the Field Training Officer (FTO) should closely observe the trainee to insure that he or she is performing the operation or skill as they were taught and that the trainee is exhibiting good safety procedures in doing so. The FTO may be required to model the skill or skills needed to complete a given task in the beginning of each phase. A gradual shift from modeling, to assisting, and then to observing the recruit firefighter performing the skill should be done, while giving feedback during the learning transition of recruit in the mastery of a skill or task. The program is designed to give the station commander and the officers a system to evaluate the recruit firefighter over a period of time with more than one FTO.

Each recruit firefighter will be assigned an FTO by the Assistant Chief of Operations at time of hire. Each of the three phases of the Field Training Program will require the assigning of a different FTO. This will be done based on the recommendation from the Station Commander to the Assistant Chief of Operations who will then approve the needed assignment. The recruit firefighter and their assigned FTO will work

cooperatively in scheduling a minimum of two training sessions each month to work and train on various skills or tasks in the assigned phase.

The Field Training Officer may delegate a specific area of training to a more qualified individual for assistance in training or observing the recruit in their performance of a skill or task. The Field Training Officer should, however, be present if the training session is remedial in nature. If at any time a rating of one (1) or ten (10) is given the evaluator must provide a written summary to support the rating.

This program will be directed by the Assistant Chief of Operations who will report to the Chief on the progress of every candidate currently involved in the Field Training program. All questions concerning this program should be directed to the Assistant Chief of Operations.

Each recruit firefighter's Field Training Record shall be reviewed by the station commander on a monthly basis. The Assistant Chief of Operations shall review the recruit firefighter's Field Training Manual at the end of each phase, prior to the reassignment to a new FTO. A final review will be completed at the end of the FTO program for each recruit by the station commander and Assistant Chief of Operations. The recruit firefighter will not be removed from recruit status until they have successfully completed all three phases of the FTO program, required training, and attended a minimum of four (4) Special Response Team (SRU) training sessions