

	<p style="text-align: center;">GALENA FIRE DEPARTMENT Policy and Procedure Manual</p> <hr/> <p style="text-align: center;">Fire Chief Signature</p>	<p style="text-align: center;">#06</p> <p>Effective: 01jan14 Revised: 01aug16 Page: 1 of 5</p>
PROBATIONARY MEMBERS		

RECRUIT REQUIREMENTS

Any person eighteen (18) years of age or older desiring to become a member must complete a Department Membership Application. In addition, the applicant must:

- Possess a High School Diploma or General Education Diploma (G.E.D.).
- Pass a background check.
- Be in good physical condition, subject to a medical examination, and successfully pass the Physical Ability Test as set forth by Department.
- Provide a statement of successful completion of the medical examination and urinalysis drug screen to the Fire Chief.
- Complete a GFD entrance interview.

MEMBER ENDORSEMENT

Regular members of the Department shall endorse a prospective applicant for membership. A member who endorses an applicant for membership has a duty to inform the proposed applicant of his/her duties, responsibilities, and the financial obligations that the applicant will assume upon becoming a member. These include, but are not limited to:

- Physical requirements and responsibilities.
- Physical examination and urinalysis drug screen.
- Required physical ability testing.
- Alarm, Drill, and Meeting Attendance Requirements.
- Financial obligations including fines and penalties.
- Professionalism, high performance standards, and good ethical conduct and reputation as a member of the Department and as a representative of the City.
- Ability to receive, understand and carry out orders.
- Completion of the Recruit Orientation Program.
- Completion of the Recruit Mentorship Program.
- Passing the GFD Post-Probation Written Test with a minimum score of 70%
- Completion of the Basics Operations Firefighter certification.

It shall be the duty and responsibility of the member who endorsed a probationary member to ensure that all department issued PPE, clothing, equipment, pager, key, and other items are returned to the department in the event that the probationary member does not complete their probationary membership.



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APPLICATION AND PRE-APPOINTMENT CONDITIONS

A completed application is filed with the department and reviewed when a vacancy occurs. The application is then referred to the Investigating Committee for approval. If approved by the Investigating Committee, as well as successful completion of both a medical examination, urinalysis drug screen, and the Physical Ability Test, the applicant will become an active probationary member of the department for a period of one (1) year. As such, he/she is subject to all department rules, policies, by-laws and standards.

The Recruit Member Investigating Committee shall consist of three (3) regular members appointed by the President for a one-year term.

The Investigative Committee shall report its findings and recommendations, in writing, to the President, who will then confer with the Fire Chief prior to referring the matter to the membership at the next regular meeting.

If the applicant is unable to pass the Physical Ability Test, the applicant will be provided a second opportunity within a six-month period to retake the test. If the applicant is unable to pass the test a second time, the application will be placed in an inactive file. Following a six (6) month period, the applicant will be given one (1) additional opportunity, within the next three months, to pass the test. If the applicant fails the Physical Ability Test on the third attempt, the applicant will be deemed ineligible for membership for a period of one (1) year and may reapply for membership at that time.

MEMBER COMMITMENT

Applicants must have the desire and ability to be a firefighter and commit to:

- Representing the City of Galena and the Galena Fire Department with pride and respect.
- Attending training drills and meetings.
- Responding to emergency calls.
- Attending non-emergency functions and activities.
- Respecting the Officers of the Department and the Chain-of Command.
- Completing a Department sanctioned Recruitment Orientation Program.
- Completing in the Department's Recruit Mentorship Program.
- Devoting the time necessary to provide quality service.
- Meeting the required training requirements.
- Receiving and carrying out directives as required to accomplishing the mission of the Department.



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- Reading, understanding, accepting and abiding by the Department By-laws, Policies, Rules, and Standard Operating Guidelines.
- Successfully completing the GFD Probation written exam with a minimum score of 70%.
- Serving a one-year probationary term prior to becoming an active member.
- Becoming an active long-term Galena Fire Department member.

RESIDENCY

All active members (Probationary and Regular) will reside within the city limits of Galena, or within the boundaries of the Rural Fire District served by the Galena Fire Department in order to remain an active member of the Department. Applicants employed within the City of Galena or employed within a one (1) mile radius of the City of Galena, will be allowed membership in the Department, provided that the applicant can respond to alarms during his/her working hours and maintains employment as noted. More specific information is available in GFD By-Law XII, Section 12.1

PROBATIONARY MEMBER RESTRICTIONS AND CONDITIONS

- The probationary period will be for a period of one (1) year and there will be no extensions granted.
- During the period of his/her probation, a member shall not hold elective office.
- During the period of his/her probation, a member shall not cast a ballot on matters pertaining to department business.
- A Probationary Member shall meet with the Fire Chief and sign pertinent documents and policies relating to probationary membership.
- Upon becoming a Probationary Member, a Probationary Member shall be issued Personal Protective Equipment (PPE), a pager, and a key to the fire station.
- A Probationary Member will complete the Recruit Orientation Program during the next program offering after joining the Department.
- A Probationary Member will complete the Recruit Mentorship Program during the probationary period.
- A Probationary Member will successfully complete the Department's written exam with a minimum score of 70%.

RESPONDING TO THE FIRE STATION

Members responding to alarms shall adhere to the GFD Alcohol and Drug Policy which states that no member shall respond to a call while under the influence of alcohol or drugs. Any member responding to the station who is under the influence of alcohol or illegal drugs shall do so at their own risk and will be subject to immediate suspension. GFD has a ZERO TOLERANCE alcohol and drug policy.



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- The GFD Alcohol and Drug Policy as noted above, also applies to any department drill, meeting, special event, or any event that is organized, sanctioned or sponsored by the Department, regardless of the location.

MEMBER SAFETY

Members responding to the station shall obey all city, county and state traffic laws at all times, without exception.

Member responding to the station using a 'Blue Light' must realize that, while requesting the right of way, this offers no guarantee of right-of-way.

Members are solely responsible for their actions, and understand that all members representing the Galena Fire Department at all times, and shall do so in a professional, ethical and safe manner.

RESPONDING TO ALARMS – FIREFIGHTER SAFETY AND ACCOUNTABILITY

Before responding on any GFD apparatus all members shall be trained to operate all equipment on the apparatus.

All members must be capable of wearing an SCBA in accordance to GFD Respiratory Protection Plan. This includes Medical Evaluation, Respirator Fit Test, and documentation of SCBA training.

RETURNING FROM ALARMS

While this addresses responsibilities throughout the operational rank structure, it is important for probationary members to be keenly aware of the responsibilities that must be completed upon preparing to leave a scene and upon arrival back at the fire station. They are as follows:

- Ensure that all emergency warning devices and scene lights are turned off prior to leaving scene.
- Ensure all members are seated and wearing safety belts prior to leaving scene.
- It shall be the responsibility of the driver to secure all equipment of the apparatus (e.g. hoses, ladders, doors, etc.), and all cabinets and doors secured before returning to the station.
- It shall be the responsibility of the officer, or designee, to survey the scene to ensure that all tools, equipment and appliances are accounted for.
- Upon returning to the station all members shall return equipment to pre-alarm status. Members shall notify the officer-in-charge of any lost or damaged equipment.



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- No member shall leave an incident scene or the station without authorization of officer in charge.
- Upon returning to the station, the Driver is responsible to ensure that all equipment is returned to its proper location.
- It is the Driver's responsibility to ensure that the interior of the cab is cleaned.

ATTAINING ACTIVE MEMBERSHIP

Following a one-year probationary period, and having successfully passed all necessary probationary requirements, the Probationary Member shall be accepted as a regular member of the department within one (1) month after the completion of the probationary period.

TERMINATION OF MEMBERSHIP

If for any reason the applicant leaves the department during their probationary period and decides to reapply at a later date, all time accumulated during the probationary period is null and void and does not count toward his/her months or years of service.

If a probationary member leaves the department prior to completing the probationary period, they have a responsibility to ensure that all department issued PPE, uniform items, clothing, equipment, pager, key, and other items will be returned to the department in a working and acceptable condition. In the event that this equipment is not returned in a reasonable time period, as determined by the Fire Chief, the former member will be assessed a minimum of \$1000.00 or the total replacement cost, whichever is greater, and the matter will be turned over to the Galena PD and Galena City Attorney for further disposition, as per Policy and Procedure #31.