

	GALENA FIRE DEPARTMENT Policy and Procedure Manual	#23
<hr/> Fire Chief Signature		<hr/> Date
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RECRUIT MENTORSHIP PROGRAM		

RECRUITS

A Mentor will be assigned to each new GFD Recruit upon entry into the Department, and a booklet of Mentor forms to be completed will be provided to the Recruit. This Mentorship Program is designed to assist Probationary Firefighters during his/her probationary year. This task involves completing twelve checklists and is mandatory. All checklists must be completed and signed off by the Recruit’s Mentor one month prior the end of your probationary period end-date. The Probationary year will not be extended for any reason.

Reading and understanding the material included in this program will address most, but not all, of what the Department considers as reasonable and necessary knowledge and skills during the probationary year.

A Probationary Member understands that ‘passing’ his/her probationary period is dependent on having these checklists completed and signed by both him/her and his/her mentor. It is equally important for the Recruit to understand that the required probationary test will reflect both the items listed in the Mentorship checklists; his/her knowledge of the review information from the *Firefighter Essentials* Textbook as noted in each of the twelve sections; current By-Laws, Standard Operating Guidelines, and Department Policies, as well as the information that was provided to the Recruit during the Recruit Orientation Program.

If a Recruit has any questions or problems with any material throughout his/her probationary period, his/her Mentor should be notified. Recruits are responsible for maintaining this entire file and will turn it in when he/she arrives for the written test. Failure to do so will result in him/her not being allowed to take the test and therefore eliminated from consideration for membership.



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MENTORS

Mentors are asked to review the Mentorship information. GFD has linked the Recruit Orientation Program to other Department guiding documents and to the Probationary Mentorship Program, which is linked to the final testing for regular membership into the GFD.

A Mentor's responsibility includes ensuring that opportunities exist for the Recruit to complete the twelve skills and knowledge checklists at least one month prior to the completion of his/her probationary period. Mentors will enforce the need to complete these lists throughout the year, and to sign off as approved all skills in which the Mentor feels comfortable that the Recruit comprehends and is comfortable with the respective task(s). Mentors should not hesitate to disapprove a skill, or to not sign off on a section in which the Mentor feels that more effort is required of the Recruit in order to fully understand the knowledge or skill.

The Mentor understands that a successful one-year probationary period is based on the timely and successful completion of these twelve forms. The Mentor also understands that the final written test and any skills testing will be based on the knowledge and skills identified within these forms, the review information listed, as well as the information that was supplied to the Recruit during his/her Recruit Orientation Program.

Mentors should be prepared to work through the information within these forms and be prepared to counsel the Recruits during this process to give him/her the best opportunity to successfully complete his/her probationary year.

The probationary year will not be extended for failure of the Recruit to complete these forms, to successfully pass the probationary period written and skills final tests, or due to any attendance or behavioral issues.

Each of these forms will be kept in the possession of the Recruit until the date of his/her probationary written test, at which time they will be provided to the Fire Chief, or Designee, and added to their his/her personnel file.

NOTE: The forms used in this program are kept and maintained in the Chief Chief's Office. The checklist criteria are subject to change as needed, and Recruit(s) and Mentor(s) in any active mentorship cycle will be made aware of the changes.