

SHAKOPEE FIRE DEPARTMENT

POLICY NO. 2: INITIAL PROBATIONARY PERIOD POLICY for PAID-ON-CALL FIREFIGHTERS

Commented [JS1]: Not using policy number, just name.

All newly hired firefighters shall serve a two-year probationary period. Upon the recommendation of the Fire Chief, the City Administrator may extend the probationary period for an additional six (6) months.

Upon the recommendation of the Fire Chief, the ~~City Council~~ City Administrator may discharge an employee at any time during the probationary period, with or without just cause. An employee so discharged shall be notified in writing and shall not have the right to appeal, subject to the rights of veterans.

Commented [JS2]: Changed City Council to City Administrator to align with the City Employee Handbook.

During the first year of the probationary period, a firefighter must:

a.) Successfully complete ~~the courses and obtain the Minnesota State Firefighter Certification for Firefighter I, Firefighter II, and Hazardous Materials Operations. Firefighter 1 and Firefighter 2 classes and pass the Minnesota State Firefighter Certification for Firefighter 1 and Firefighter 2.~~

Commented [JS3]: Wording, grammar, and ease of reading changes only

b.) ~~Successfully complete the sections of the Fire Department Mentor Manual which includes demonstrating an understanding of Fire Department procedures, standard operating guidelines, policies, tools, and equipment.~~

Commented [JS4]: Added mentor manual which is new as of a couple years ago.

b.) ~~Successfully complete First Responder training and obtain a First Responder State Card. (EMT Certification shall be accepted as a substitute for First Responder training.)~~

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c.) ~~Obtain Hazardous Awareness and Operations Certification~~

d.) ~~Successfully complete equipment check off forms for emergency apparatus and equipment operation.~~

e.) ~~Successfully demonstrate an understanding of the Department's standard operating guidelines and policies.~~

The second year of the probationary period shall be used to evaluate the firefighter's performance as a firefighter ~~for the City of Shakopee, and a firefighter must:~~

a.) Successfully complete the remaining advanced sections of the Mentor Manual.

b.) Successfully complete the EMT course and obtain NREMT Certification as an EMT.

Commented [JS5]: Changed first responder to EMT and moved it to year 2 of the probationary period. They have two years to complete per the job description.

Individuals who can demonstrate successful completion of the above listed training prior to being hired by the City of Shakopee and possess valid certifications in these areas, shall not be required to repeat this training but still must complete the two-year probationary period.

All required trainings and training hours shall be paid for by the City of Shakopee. ~~However, firefighters shall not be paid for time spent attending and traveling to and from training required to complete probationary obligations.~~

Commented [JS6]: This aligns the fire department with all other City departments for paid training that is required for your job.

Successful completion of the above listed training-/certifications are a minimum requirement for the first year of the probationary period and do not guarantee that a firefighter will be found to have successfully completed their probationary period.

Adopted by City Council, Resolution ~~No. 6903, May 5, 2009.~~