

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

No. P400.402

SUBJECT: Training and Professional Development – Recruit Fire Fighter

EFFECTIVE DATE: September 1, 2012

REVISION DATE: January 1, 2018

Statement of Policy/Procedure:

This policy will provide all members the knowledge of the required amount of attendance and participation at Recruit Training activities. The policy will serve as the minimum standard expected from fire fighters newly appointed by the District. Newly appointed fire fighters are not able to fully contribute to fire suppression and other emergency activities until they receive a minimal amount of training. The District is committed to providing newly appointed fire fighters specific training which will enable them to perform assigned duties in a safe and efficient manner. Each newly appointed fire fighter will be held accountable for their individual attendance and participation at Recruit Training activities.

General:

A. Definitions

1. Recruit Fire Fighter – Any fire fighter newly appointed by the District and assigned to a District station, who has not completed the District’s approved Recruit Training program, or a recognized equivalent. Recruit Fire Fighters are not allowed to participate in initial interior structural fire attack activities, unless under the direct supervision of a Training Officer during a District Training function.
2. Fire Fighter – All members assigned to a District station or special division serving under a lieutenant or other higher officer directly, who has completed Recruit Training, or a recognized equivalent.
3. Training Officer – An officer of the District assigned to the Training and Safety Division to directly provide or supervise the training of members, or a designated member of the District assigned temporarily to directly provide or supervise the training of members.
4. Recruit Training – A District-approved program of training that introduces the Recruit Fire Fighter to the District’s policies, procedures, and operational practices and substantially conforms to the Missouri Division of Fire Safety’s Basic Firefighting course or a similar course. This program of training will include periodic assessments of knowledge and skills. Recruit Training does NOT replace monthly District training requirements.

5. Recruit Training Meeting – A meeting held to conduct recruit training or disseminate information at the District level and generally called by a member of the Training and Safety Division on an adopted schedule.
6. Recruit Training Roster - A document administered at each Recruit training meeting which must be legibly signed by each individual member in attendance and from which the official training records will be maintained.

B. Requirements – Recruit Fire Fighters

1. All fire fighters appointed after the effective date of this policy shall be appointed as Recruit Fire Fighters for a maximum period of one year (twelve months), commencing with the date of appointment.
2. All Recruit Fire Fighters shall be required to complete Recruit Training within one year (twelve months) of appointment or re-classification.
3. Recruit Training will be conducted in a six-month cycle, providing two cycles for each Recruit Fire Fighter to complete all required Recruit Training.
4. Each module of Recruit Training may be completed independently of other modules, allowing flexibility of scheduling for Recruit Fire Fighters. However, the Training and Safety Division may require the completion of specific modules prior to attending more advanced modules.
5. Recruit Fire fighters who fail to complete the Recruit Training program within one year (twelve months) of their appointment shall be placed on probation for six months, during which time the Recruit Fire Fighter shall complete the Recruit Training program or be terminated.
6. Recruit Fire Fighters may not be approved as apparatus drivers or operators, but may train as apparatus drivers and operators.
7. Upon successful completion of Recruit Training, Recruit Fire Fighters shall be re-classified as Fire Fighters.

C. Requirements – Recruit Training

1. Recruit Training shall consist of individual training modules. Attendance will be taken during each module. Each Recruit Fire Fighter must sign the Recruit Training Roster to receive credit for that training module. Required live fire and related training skills evolutions will be offered periodically (quarterly) as scheduled and announced.
2. Recruit Training shall be conducted according to a schedule that will be prominently disseminated to all District stations. The cycle of Recruit Training will be completed within six months, and immediately begin again, allowing two complete cycles in any twelve-month period. Recruit Fire Fighters shall begin attending Recruit Training immediately upon appointment, unless the Recruit Fire Fighters appointment date occurs during modules that require prerequisite module completion..
3. Recruit Training shall be modeled upon the Basic Fire Fighter class developed by the Missouri Division of Fire Safety, with modifications to conform to District policies, procedures, and practices.

4. Recruit Training shall have periodic assessments of knowledge and skills. Knowledge assessments shall consist of quizzes covering the material discussed in class and a final exam. Knowledge assessments will be scored, and Recruit Fire Fighters must score at least 70%. Skill assessments shall consist of practical demonstration of procedures and practices used within the District. Recruit Fire Fighters must pass all skill assessments. Recruits will be given two chances to pass knowledge or skill assessments for any single module. Recruits who fail to pass a module will be required to take that module again and successfully complete it.
5. Recruit Fire Fighters are required to complete all modules and required National Incident Management System training prior to participating in the structural live fire training exercise.
6. Recruit Training will be conducted by Training Officers assigned to the Training Division and by designated members of the District temporarily assigned to assist with Recruit Training.

D. Junior Fire Fighters

1. Junior fire fighters are eligible to attend specified modules of Recruit training. Limitations on attendance are identified below.
2. Junior fire fighters may attend Recruit training as long as their presence does not displace Recruit fire fighters from attending.
3. Junior fire fighters who are aged 14 through 16 are eligible to attend specified training modules.
4. Junior fire fighters age 17 are eligible to attend all modules of Recruit training. Upon successful completion of Recruit training and becoming 18 years of age, Junior fire fighters will be appointed as fire fighters.

E. Make-up of missed training

1. Any Recruit Fire Fighter who misses more than half of a module of instruction must wait until the next offering of that particular class, generally during the next six-month cycle of Recruit Training.
2. All Recruit Fire Fighters will be responsible for their own individual attendance at scheduled offerings of particular classes during the next six-month cycle of Recruit Training in order to complete Recruit Training.

F. Exceptions

1. Exceptions or variations to this policy can be granted by the Chief or Assistant Chief should situations arise which mandate such exception or variance.

G. Violations

1. Any violation of this policy will be reviewed and processed in accordance to the proper methods established and outlined in the discipline section of this manual.