

BODEGA BAY FIRE DISTRICT
STANDARD OPERATING PROCEDURE

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| WRITTEN BY: ELSON | APPROVED BY: <i>[Signature]</i> | NUMBER: 63 |
| SUBJECT: PROBATIONARY FIREFIGHTERS EXPECTATIONS | DATE: 21JAN03 | |

All new employees have various levels of training and experience, which will be valuable to the Bodega Bay Fire Protection District in the future. However, during your probationary period that follows, you will be successful if you demonstrate patience in displaying your talents and skills until you've learned what we have to teach you.

BEHAVIORAL GUIDELINES

1. When someone else is talking - You don't.
2. Pay close attention at all times.
3. Ask questions if you do not understand.
4. Use the chain of command.
5. Take every opportunity to help one another develop into a team.
6. Tardiness and absenteeism will not be tolerated.
7. Arriving for duty unprepared will not be tolerated.
8. A lack of aggressiveness in manipulative work will shorten your probationary period considerably.
9. Disregard for general safety rules will not be tolerated.
10. Standing with your hands in your pockets will raise questions about your respect for your instructors and your level of attention.
11. Profanity will not be tolerated.
12. If it doesn't move, clean it. If it does move, address it as "sir" or "mam".
13. If a member of your team is having difficulties, take the initiative to help them.
14. Demonstrate respect for your fellow co-workers at all times.
15. When you're too tired to move, get up and do it again.
16. Hustle, hustle, hustle,

TRAINING GUIDELINES

1. Effort is the only acceptable performance.
2. Be aggressive at all times, first in, last out.
3. Do not be late to anything.
4. TV should only be watched after all duties, assignments and study have been completed.
5. Use initiative to address work that you see needs completion.
6. Keep Busy! Look for something to do. Study, if you cannot find a job that needs doing.
7. When an alarm comes in, be the first one on the apparatus, wear proper PPE, find the location, and maintain a professional attitude.
8. Offer your help to anyone doing anything. One person works, all work.
9. Respect seniority. Respect experience. Respect education.
10. Demonstrate compassion and caring for everyone we serve and everyone you serve with.
11. Have a positive outlook.
12. Suggest positive solutions to encountered problems.
13. Attend all Department functions.
14. Respect rank. Respect positions. Respect the chain of command.
15. Exhibit exceptional personal hygiene. Keep clean. Maintain head and facial hair to industry standards, SOP's and Rules and Regulations.
16. Perform repetitious tasks with excellence.
17. Have integrity and display ethical behavior.
18. Wear suitable clothing for the event; ask if you're not sure. You are a professional in a highly respectful and public profession, **Act like it.**