

*BODEGA BAY FIRE DISTRICT*  
***STANDARD OPERATING PROCEDURE***

**WRITTEN BY:** *ELSON*

**APPROVED BY:** *[Signature]*

**NUMBER:** *42*

**SUBJECT:** *ORIENTATION OF CAREER FULL/PART-TIME*

**DATE:** *10JUNE97*

**UPDATED:** *26JUNE08*

All new full-time and part-time career personnel shall participate in an orientation period prior to being scheduled for shift assignment. The district orientation shall consist of FOUR (4), ten (10) hours shifts. At least one of the shifts shall be held during a weekend, and another on training night. All orientation shifts shall be divided up with each shift, scheduled by the Training Officer or other designated officer. The Training Officer will evaluate the employee on the fourth shift.

The new employee participating in the District orientation, shall be orientated to the following areas;

- District Rules and Regulations
- District Standard Operating Procedures
- Daily activities
- Apparatus capabilities and tour
- All equipment orientation
- Ambulance operations
- Administrative orientation
- District landmark orientation
- District Safety Program
- Other items as needed

Upon successful completion of the District orientation, the Training Officer shall approve or deny each member. The Training Officer shall communicate to the Chief in writing of their completion. No new employee shall work any shifts until completing the basic orientation training period, unless approved by the Chief.

All part-time and full-time members shall complete a comprehensive testing process prior to their completion of the orientation process. Full time employees shall participate in the probationary program, administered by the Training Officer. Full-time and Volunteer employees, shall serve an 18 month probationary period. The full-time probationary employee shall be tested at the end of nine and eighteen months and as a part of their probation. The test shall be based upon the material contained in the probationary manual.

- Month 9: Mid Term
- Month 18: Final

All employees participating in District orientation period shall be paid for their time.