Bath Township Fire Department			Standard Operating Guideline	
Section Training	**Referral No.** TR-O1	**Subject:** New Hire Orientation Training	**Date Issued** 11/02	**Date Revised** 5/11

Purpose:

- To provide guidelines for training newly hired employees, and insures that all state laws applying to fire/EMS training are followed.

Scope:

- This standard operating guideline shall apply to all personnel.

Responsibilities:

- All Personnel
  - All personnel shall maintain an awareness of the laws that apply to firefighter/EMT training.
  - No personnel shall be involved in direct fire ground activities or live fire trainings (per NFPA1403) until they receive state certification as Level I Firefighter or higher.
  - Newly Hired Personnel shall not be involved in unsupervised pt. contact during their orientation period unless deemed as capable by their proctor.

Guidelines:

- Orientation Training:
  - Orientation training will be conducted by assigned shift until at such time as you have met and completed all standards that are set in the employee hand book/Orientation packet.
  - Newly hired employees will have the agreed upon time period set forth by the Fire Chief in which to complete their new hire packet. (unless an extension is granted by Fire Chief)
- Monthly Training:
  - Monthly fire/EMS trainings will be offered to all personnel.
    - All attendance policies of the Bath Township Fire Department shall be adhered to.
- Assigned Shift:
  - Will help newly hired employees with familiarization of Bath Township policies, guidelines and equipment. (Per their new hire packet)
    (Please review employee hand book sections 1.10-1.11)
- Other:
    - No firefighter/EMT will present themselves to be certified beyond the level in which he/she has officially received from the State of Ohio.