




**PRINCE GEORGE'S COUNTY, MARYLAND  
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER**

<b>General Order Number:</b> 04-14	<b>Effective Date:</b> March 22, 2021
<b>Division:</b> Emergency Operations	
<b>Chapter:</b> Probationary Firefighter Study Course	
<b>By Order of the Fire Chief:</b> Tiffany D. Green 	<b>Issue Date:</b> March 22, 2021

**POLICY**

This General Order establishes the procedures for the Probationary Firefighter Study Course (PFSC) process during the employees' probationary period. The Probationary Firefighter Study Course allows for consistent training to ensure the Probationary Firefighter (PFF) attains the knowledge, skills, and abilities to be retained as a permanent status employee.

**DEFINITIONS**

**Battalion Chief** – An individual that supervises several station officers within a specific geographic area.

**Job Performance Requirement** – The Job Performance Report (JPR) is the combining of the expected behavior, the description of the tools, equipment and materials, conditions of the performance, and the identified outcome.

**Performance Improvement Plan (PIP)** – A formal document stating any recurring performance issues. The document also includes goals and a timeline that an employee needs to achieve in order to regain satisfactory standing within the Department.

**Probationary Firefighter (PFF)** – An entry level firefighter that is within their probationary period.

**Probationary Period** – A one-year time period that begins once the Probationary Firefighter is sworn in as a County employee.

**Probationary Study Course** – A task book assigned to each Probationary Firefighter that supports and enhances the requisite knowledge, skills and abilities initially learned and demonstrated at the Training and Leadership Academy.

**SMART Objectives** – Objectives that are specific, measurable, attainable, realistic, and time bound. These can be used to help set benchmarks to improve an employee's performance and should be agreed upon by supervisors and employees to ensure commitment to them.

**Target Solutions** – The Department's online training and personnel certification management system.



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**Station Officer in Charge (OIC)** – The career officer that supervises personnel assigned to a specific station or shift.

**Station Commander** – The highest-ranking career officer assigned to a station.

## **PROCEDURES / RESPONSIBILITIES**

### **I. General Provisions**

- A. Probationary Firefighters (PFF) will receive their station and probationary study guide assignment once they complete career recruit school at the Training and Leadership Academy (TLA).
- B. It is the sole responsibility of the PFFs to complete all assignments outlined in the Probationary Study Course within the twelve-month probationary period.
- C. All PFFs will only be assigned to suppression apparatus until successful completion of Chapter One of the Probationary Guide Book.
- D. PFFs shall only be assigned to a Basic Life Support (BLS) ambulance or paramedic ambulance (PA) during and/or after successful completion of their BLS internship.
- E. A PFF shall only be detailed from their assigned worksite after successful completion of their BLS internship.
- F. PFF work details to an alternative worksite should not cause a delay in completing the probationary study course.

### **II. Evaluation Responsibilities**

- A. Battalion Chief
  - 1. The respective Battalion Chief shall maintain oversight of the PFF's progress and process.
  - 2. The Battalion Chief shall meet with the Station Officer at the completion of each chapter to ensure the PFF is meeting the requirements of the study course.
  - 3. Any deficiencies should be formally documented on a Performance Assessment Form (PAF) (PGC Form #2247) and uploaded in the appropriate chapter on Target Solutions.
- B. Station Commanders
  - 1. Shall create and maintain a bank of test questions specific to each course chapter.
  - 2. All test questions shall be submitted to and reviewed by Operational Performance prior to administering any chapter hearings. This will allow for consistency and uniformity throughout the testing process.



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### **C. Station Officers**

1. Station Officers shall administer both written and practical evaluations of subject matter material.
2. An evaluation of the skills, abilities and/or job performance requirements (JPR) identified in each chapter of the probationary firefighter study course shall be completed by the respective OIC. Skills and/or JPRs may be completed on emergency or simulated emergency incidents.
3. Minimum passing score for each practical and written section of the chapter hearing shall be 75%. If a PFF does not meet this requirement, the OIC shall begin the process outlined in Section IV.
4. Chapter evaluations will be uploaded to Target Solutions by the OIC. The OIC will select "Record Completion," search "PFSC" and upload documents for the appropriate chapter.
5. After the second, fourth, and sixth chapter hearings, the OIC shall complete a PAF. This form should be based on a Firefighter I (Y01) job description and uploaded to Target Solutions.
6. At the completion of chapter three, a midpoint Past Performance Appraisal (PPA) (PGC Form #854), shall be completed and submitted via the chain-of-command to the Emergency Services Command. This PPA is based on the Firefighter I (Y01) job description.
7. If, at the beginning of the fifth chapter of the probationary study guide book, the PFF is not in position to complete the Probationary Firefighter Study Course within the allotted time, refer to Section III, B, below.

### **III. Evaluation Process**

#### **A. Chapter Evaluations**

1. A fifty (50) question written test shall be administered by the respective OIC for the learning objectives of each study guide chapter.
2. The PFF will demonstrate competence for the practical skills of each study guide chapter.
3. Minimum passing score for each practical and written section of the chapter evaluations shall be 75%. If a PFF does not meet this requirement, the OIC shall begin the process outlined in Section IV.
4. Each chapter evaluation score sheet shall be uploaded to Target Solutions.
5. The OIC will select "Record Completion," search "PFSC" and upload documents for the appropriate chapter.
6. Material may come from the current chapter or any previous chapter.
7. Chapter evaluations that are attempted multiple times will be documented as separate activities in Target Solutions.

- B. If, at the beginning of the fifth chapter of the probationary period, the PFF is not in position to complete the Probationary Firefighter Study Course within the allotted time,



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the OIC shall complete a “Needs Improvement” PPA. This PPA shall be based on the Firefighter I (YO1) job description. The PPA shall be submitted via chain-of-command to the Emergency Services Command office 30 days prior to the expiration of the employee’s probationary period.

### **C. Final Evaluation**

1. Once the PFF has completed all chapters and evaluations within the Study Course, the OIC shall notify the Operational Performance Chief or his/her designee via email.
2. Operational Performance will then administer the final evaluation at an appropriate site.
3. Evaluation Criteria
  - a) The final written evaluation will consist of 50 questions. Minimum passing score for each phase shall be 75%.
    - (1) 25 questions – General Knowledge
    - (2) 25 questions – Assigned station apparatus and response area
  - b) The final practical exam will consist of ten (10) randomly selected basic Firefighter practical skill evolutions. PFFs must successfully complete all practical skills described within each respective section.
4. If a PFF does not meet this requirement, Operational Performance, in conjunction with the OIC, shall begin the process outlined in Section IV.
5. PFF’s will have two (2) hours to complete the final evaluation.

### **D. Guide Book Completion**

1. After successful completion of the Probationary Firefighter Study Course and final evaluation, the OIC shall complete a promotional PPA.
  - a) The promotional PPA is based on the Firefighter I (YO1) job description.
  - b) A “Satisfactory” rating will enable the probationary employee to be promoted to Firefighter II (YO2) and be recommended as a “Permanent Status” employee.
2. This PPA should be submitted via the chain-of-command to the Emergency Services Command thirty (30) days prior to the expiration of the employee’s probationary period.

E. The OIC shall upload the PFF study course completion sheet to Target Solutions.

## **IV. Retraining and Retesting Probationary Firefighters**

- A. If a Probationary Firefighter fails to score a minimum 75% on any written chapter assessment or final evaluation, or does not demonstrate competent ability of three (3) or more practical skills, the OIC will complete a Performance Assessment Form (PAF) using SMART objectives as outlined below:
1. Any PIP or PAF should be related to the specific chapter, deficiencies, JPRs and/or the PFFs job description (PGC Form #544).
  2. The first failed attempt will require the OIC to complete a PAF.



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3. In the event of second failed attempt, regardless of the chapter, the OIC shall begin the progressive disciplinary process and complete Step I “Record of Counseling,” along with a PAF. This information should be sent to the Station Commander, Battalion Chief, the Operational Performance Office (OPO) and Departmental Disciplinary Coordinator (DDC). The OIC shall also complete a 30-day Performance Improvement Plan (PIP).
  4. After a third failed attempt, regardless of the chapter, the OIC shall complete Step II disciplinary charges for performance and a PAF. This information should be sent to the Station Commander, Battalion Chief, OPO, and DDC. If necessary, complete an additional PIP.
  5. Any subsequent failures will result in additional Step III disciplinary charges for performance, a PIP, and periodic performance assessments. All information will be sent to the Station Commander, Battalion Chief, OPO, and the DDC. Additional PIPs and PAFs should be completed as necessary.
- A. Retests can be accomplished by meeting the expected outcomes of the PIP or at the OIC’s discretion. The retest shall be given be administered within two (2) weeks or three (3) shifts. This information should be sent to the Station Commander and the Battalion Chief.

### **V. Request for Probationary Period Extension**

- A. Any request for extension must be formally submitted via the chain-of-command to the Office of Human Resource Management (OHRM) thirty (30) days prior to the expiration of the employee’s probationary period.
- B. The justification for an extension request must fall within the parameters outlined in Prince George’s County Code, Subtitle 16, Section 16-172.

### **REFERENCES**

General Order 11-03, Career Disciplinary Process  
Prince George’s County Code, Subtitle 16 Personnel Law  
PGFD/EMS Probationary Firefighter Study Course  
Job Description, PGC Form #544  
Past Performance Appraisal (PPA), PGC Form #854  
Performance Assessment Form (PAF), PGC Form #2247

### **FORMS / ATTACHMENTS**

Attachment A - PFF Guide Book  
Attachment B - PIP with SMART Objectives

# PROBATIONARY FIREFIGHTER STUDY COURSE



**PRINCE GEORGE'S COUNTY FIRE/EMS  
DEPARTMENT**

**Tiffany D. Green  
Fire Chief**

## **Introduction**

The Probationary Firefighter Study Course is designed to provide our Probationary Firefighters (PFF) with the foundational knowledge needed to ensure their long-term success within the Department. It will also provide battalion and station level leadership with the framework necessary to ensure that consistent entry level training is provided for all Probationary Firefighters.

Revisions for this edition include an enhanced focus on job performance requirements (JPRs) that mirror industry standards for the rank of firefighter. This constitutes a transition away from a “monthly” program to a six (6) chapter program. Each chapter has a written and practical skill component designed to address specific knowledge and skill requirements intended to educate and develop PFFs as they embark on their new career.

As Probationary Firefighters complete each guidebook chapter, station officers must evaluate their assigned Probationary Firefighter for understanding of material and ability to successfully complete all skill requirements. Completed probationary evaluations should be uploaded in Target Solutions. The Battalion Chief will no longer perform formal individual evaluations, but they will play a significant role in PFF development and oversight throughout the process.

Training is a vital component of employee development. Station Officers are reminded to utilize all tools available to them, including the Employee Assistance Program, Peer Support, and the Operational Performance Office to assist in Probationary Firefighter performance improvement if necessary.

Once the probationary firefighter has successfully completed all six (6) chapters of the guidebook, the respective officer will schedule a final evaluation with Operational Performance. This ensures an objective evaluation of the knowledge, skills and abilities required for long term success.

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- II. Chapter One – Apparatus, Equipment, and various KSA’s
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- V. Chapter Four – Building Construction and various KSA’s
- VI. Chapter Five – Response Area, Noteworthy Buildings, Schools and various KSA’s
- VII. Chapter Six – NIOSH Report Presentation and various KSA’s
- VIII. Program Summary and Completion Sheet

## **Administrative Policies/Expectations**

In addition to the knowledge, skills and abilities demonstrated within each chapter of this guidebook, Station officers shall ensure PFFs are aware of the following information;

- A. The duration, objectives, and evaluation process of the Probationary Firefighter Study Course.
- B. Station policies, procedures, and responsibilities.
- C. How to complete an on-coming and off-going shift change.
- D. The proper method to be used by personnel in the stations when answering the telephone and when greeting visitors and Chief Officers to the station.
- E. Discuss the methods by which an alarm is received in the station.
- F. The procedure when County Government services are curtailed due to emergency or inclement weather conditions.
- G. Discuss the Department's policy on intoxicants.
- H. Discuss the Department's sick leave policy.
- I. How to log into and check Telestaff, Target Solutions, county email.
- J. How complete an ePCR.
- K. How to use the Apex vending machines and their locations.
- L. Requesting leave or shift swaps.
- M. Ensure the PFF has all pertinent phone numbers.

PFFs should be able to demonstrate an understanding of each of these administrative policies/expectations.



# Probationary Study Guide

## Chapter One - Knowledge Component

### **Suppression Apparatus and Equipment:**

- Provide vehicle specifications for all primary apparatus located at duty assignment.
- Provide maintenance fluids required for all primary apparatus at duty assignment.
- Provide location of all tools and equipment located on apparatus.
- Provide specifications, maintenance equipment and fluids for equipment located on apparatus.

### **Fire/EMS Department Organizational Chart:**

- Provide names and ranks (if applicable) of all individuals located on the most current PGFD organizational chart.
- Provide description of bureaus or offices under individuals' command.

### **General Orders and Standard Operating Procedures:**

- Provide unit responsibilities as they relate to General Order 06-01, Standard Operating Procedures for Structural Fires.
- Provide responsibilities as they relate to "riding positions" for apparatus located at duty assignment.



# Probationary Study Guide

## Chapter One – Knowledge, Skills and Abilities

Skill/Requirement	PFF Initials	Officer Initials	Date	Comments
Properly don full PPE and SCBA within 2 minutes.				
Properly deploy and rack all attack lines.				
Properly remove, deploy, and return all ground ladders.				
Properly deploy standpipe rack from a riser. Properly demonstrate the use of each tool in the pack. Properly demonstrate how to extend hose line and re-rack the pack.				
Properly demonstrate advancing an attack line-over-ladder.				
Properly demonstrate techniques for forcing inward swinging doors using “irons.” (halligan bar, flat head axe and hydraulic tool) (HydraRam)				
Properly demonstrate techniques for forcing outward swinging doors using “irons.” (halligan bar, flat head axe and hydraulic tool) (HydraRam)				
Properly demonstrate interior search techniques to locate victims.				
Properly show the use and functions of a thermal imaging camera.				
Properly demonstrate the use of portable and mobile radio equipment. Special attention should be given to stations that provide mutual aid response and their radio procedures. Understand zones, talk groups, and EI button.				
Properly demonstrate radio usage for Mayday Procedures (General Order 06-04).				
Properly demonstrate the PASS (Personal Alert Safety System) device operations.				



# Probationary Study Guide

## Chapter One – Knowledge, Skills and Abilities

Skill/Requirement	PFF Initials	Officer Initials	Date	Comments
Properly demonstrate use and maintenance of all power tools on apparatus - saws, fans, generators, etc.				



# Probationary Study Guide

## Chapter Two - Knowledge Component

### **Area Streets First Half Mile:**

- Provide driving directions to all streets located within the first ½ mile radius of duty assignment.
- Provide location of streets that “end” and “begin” in different locations, provide locations of streets that have “split” hundred blocks.

### **Area Stations in the Battalion:**

- Provide station address, station number, and driving directions to all stations located within the battalion of duty assignment.
- Provide description of apparatus assigned to the respective stations named above.
- Provide staffing model for each station listed above.

### **Apparatus and Equipment: Ambulance/Paramedic Ambulance:**

- Provide vehicle specifications for ambulance/paramedic ambulance assigned to duty assignment.
- Provide maintenance fluids required for ambulance/paramedic ambulance.
- Provide locations of equipment on ambulance/paramedic ambulance.

### **BLS Internship:**

- Complete BLS internship; station officer will coordinate with Department EMS office.



# Probationary Study Guide

## Chapter Two – Knowledge, Skills and Abilities

Skill/Requirement	PFF Initials	Officer Initials	Date	Comments
Demonstrate the use of map books carried on station apparatus.				
Demonstrate how to locate pertinent information on the apparatus MDC (address/location, special information, updates, etc.).				
Properly demonstrate the proper method for exchanging “H” bottles on the station transport unit.				
Recite directions to all hospitals and specialty centers shown below:				

- Prince George’s Hospital (PGH)
- Doctor’s Community Hospital (DCH)
- Southern Maryland Hospital (Southern Maryland)
- Bowie Health Center
- Laurel Regional
- Fort Washington
- White Oak Medical Center
- Anne Arundel (AAMC)
- Washington Hospital Center
- Children’s National Medical Center (CNMC)
- MEDSTAR (Washington Hospital Center) Trauma/Burn



# Probationary Study Guide

## Chapter Three - Knowledge Component

### **Area Streets Second Half Mile:**

- Provide driving directions to all streets located within the second ½ mile radius of duty assignment.
- Provide location of streets that “end” and “begin” in different locations, provide locations of streets that have “split” hundred blocks.

### **Area Apartment Complexes:**

- Provide the name of the (5) closest apartment complexes to the duty assignment.
- Provide all street names and numeric addresses within the complex and building construction type.

### **Area Stations in Two closest Battalions:**

- Provide station address, station number, and driving directions to all stations located within the (2) closest battalions of duty assignment.
- Provide description of apparatus assigned to the respective stations named above.
- Provide staffing model for each station listed above.

### **General Orders and Standard Operating Procedures:**

- Provide information regarding personal responsibility for General Order 06-33, Emergency Evacuation and Tactical Retreat. Know the actions taken by PSC, Command, apparatus drivers and officers.
- Provide information regarding personal responsibility for General Order 06-09, Metro Rail Systems.
- Complete Metro Modules 1-4 assignment on Target Solutions.
- Complete Metro refresher assignment on Target Solutions – 7000 Series car window breach.
- Provide information regarding personal responsibility for General Order 06-08, Incidents Involving Flammable Gases.



# Probationary Study Guide

## Chapter Three – Knowledge, Skills and Abilities

Skill/Requirement	PFF Initials	Officer Initials	Date	Comments
Properly demonstrate securing utilities on various building types (gas, electric, water, oil tanks, etc.).				
Provide driving directions to various maintenance shops (AMD, Rice Tire, M&M, Johnson Truck Center, Auto Truck, Radio Shop, etc.).				
Properly demonstrate completing a Daily/Weekly/Monthly Apparatus check sheet.				
Properly demonstrate completing a shop ticket.				
Properly demonstrate how to read a Metro map. Properly demonstrate steps taken to initiate a Metro incident response and ensure the 3 <sup>rd</sup> rail has been de-energized.				
Discuss the proper procedure for roof operations. Demonstrate the proper procedure for performing vertical ventilation on a residential and commercial occupancy and explain the differences and benefits when choosing which type of saw to use. Discuss operations on roofs with Solar Panels.				
Discuss the proper procedure/techniques for opening a roll down security gate.				
Properly demonstrate ability to place a foam hand line in operation, knowledge of required foam concentrate percentages, foam eductor and nozzle operation, and proper techniques to apply foam streams.				
Properly demonstrate assembling a vehicle and ground mounted master streams.				



# Probationary Study Guide

## Chapter Three – Knowledge, Skills and Abilities

Skill/Requirement	PFF Initials	Officer Initials	Date	Comments
Properly demonstrate a “Flying Standpipe” and list buildings that it may be used in within the first due.				
Properly demonstrate a “Back Stretch” and discuss when/why it is performed. List streets in the first due area where a Back Stretch would be operationally beneficial. (see back stretch reference)				
Provide driving directions and addresses to locations shown below. Also know what FD offices are in each building.				

- Largo Government Center (LGC)
- Fire Services Building (FSB)
- Logistics
- Public Safety Communications center (PSCC)
- The RMS Building



# Probationary Study Guide

## Chapter Four - Knowledge Component

### **Building Construction:**

- Provide (5) five characteristics/features of each type of building construction.
- Provide (1) example of each of the following building construction in the response area
- **TYPE 1 – FIRE RESISTIVE**
- **TYPE 2 – NON-COMBUSTIBLE**
- **TYPE 3 – ORDINARY**
- **TYPE 4 – HEAVY TIMBER**
- **TYPE 5 – WOOD FRAME (Traditional and Lightweight)**

### **Area Churches:**

- Provide the name, address, running route, fire department connection FDC (if applicable), and 2 nearest hydrants (or water sources) for churches in the first due response area.

### **Area Secured Locations:**

- Provide location/address to structures within the response area that require Knox Box Keys or “Key Card” for entry to structure.
- Identify specific “Key Cards” for appropriate locations.



# Probationary Study Guide

## Chapter Four – Knowledge, Skills and Abilities

Skill/Requirement	PFF Initials	Officer Initials	Date	Comments
Properly demonstrate the use of the QRae (4 gas meter) alarm settings and functions.				
Properly demonstrate operation of the RIC PAK III.				
Properly demonstrate “resetting” a fire alarm system.				
Conduct a pre-plan for a location in the first due.				
Conduct a Multi-Family Dwelling Inspection (MFDI).				
Properly demonstrate the use of a GasTrac (natural gas meter).				
Properly assemble the equipment needed to start drafting operations.				
Complete a “brake check” for apparatus located in the station.				
Properly demonstrate the use of the KED.				
Properly demonstrate “gross decon” of personnel on the fireground.				
Complete an RMS (fire report) for an incident.				
Properly demonstrate advancing a supply hose line to an FDC and make proper connections.				
Properly demonstrate “Hydraulic Ventilation” using a variable pattern and solid core nozzle.				
Properly demonstrate techniques for removing “downed firefighters” from an IDLH.				



# Probationary Study Guide

## Chapter Five - Knowledge Component

### **Area Street Third Half Mile:**

- Provide driving directions to all streets located within the third ½ mile radius of duty assignment.
- Provide location of streets that “end” and “begin” in different locations, provide locations of streets that have “split” hundred blocks.

### **Area Noteworthy Building:**

- Provide information specifically as it relates to “noteworthy” or “high hazard” structures as designated by the station officer.
- Provide information to include: address, building construction type, fire protection systems (if present).

### **Area Schools:**

- Provide name of school, address of school, building construction type, and fire protection systems (if present).
- Provide Fire Department Connection FDC (if present) and 2 closest water sources.



# Probationary Study Guide

## Chapter Five – Knowledge, Skills and Abilities

Skill/Requirement	PFF Initials	Officer Initials	Date	Comments
Properly demonstrate given rope and equipment methods to get equipment to the roof of a structure.				
Properly demonstrate/explain the process of securing a sprinkler system in a building.				
Properly demonstrate given tools/equipment the proper method to “make up” a leader line.				
Properly demonstrate given tools/equipment methods used for breaching an interior wall.				
Properly demonstrate/explain the method to create a “trench cut” on a structure.				
Properly demonstrate the use/operation of a WSAD (METRO).				
Properly demonstrate given tools/equipment the “thru the lock” method of forcible entry.				
Properly demonstrate the use of a Bresan Distributor (cellar nozzle).				
Properly demonstrate given tools/equipment for setting up a ladder pipe operation.				
Properly demonstrate given tools/equipment “bridging” an obstacle using ground ladders.				
Properly demonstrate given tools/equipment the proper method to preform measuring “tread depth” on apparatus tires.				
Properly demonstrate the proper technique to apply a Hare traction splint.				



# Probationary Study Guide

## Chapter Six - Knowledge Component

### **Safety and Awareness:**

- Research 3 NIOSH LODD reports and present information regarding your findings or “lessons learned” to your crew members. The report should include the following; overview of the incident, (recommendations from NIOSH), and how these lessons can be used within the PGFD.

### **General Orders and Standard Operating Procedures:**

- Provide information regarding Department policies and procedures regarding Department vehicle accidents.
- Provide information regarding notifications required in the event of a Department vehicle accident.
- Complete a “simulated” Departmental vehicle accident package with the station officer.



# Probationary Study Guide

## Chapter Six – Knowledge, Skills and Abilities

Skill/Requirement	PFF Initials	Officer Initials	Date	Comments
Properly demonstrate “resetting” a manual “pull station.”				
Properly demonstrate given tools/equipment setting up and operation of the “Lucas Device.”				
Properly demonstrate given tools/equipment the procedure of “service testing” fire hose.				
Properly demonstrate the proper process for inspecting ground ladders located on apparatus.				
Properly demonstrate the process of obtaining EMS supplies from a pyxis station.				
Properly demonstrate locating an alarm location on an annunciator panel.				
Properly demonstrate the use of the START Triage system (during a mock exercise).				
Properly demonstrate assembling the tools/equipment required for RIC/RIG assignment on fireground.				



# PROBATIONARY FIREFIGHTER STUDY COURSE

## Program Summary and Completion Sheet

NAME: \_\_\_\_\_ ID: \_\_\_\_\_

Hire Date: \_\_\_\_\_ CRS \_\_\_\_\_ Date Sworn In \_\_\_\_\_

	Station	Date	OIC Signature	BC Signature
Chapter One	_____	_____	_____	_____
Chapter Two	_____	_____	_____	_____
Chapter Three	_____	_____	_____	_____
Chapter Four	_____	_____	_____	_____
Chapter Five	_____	_____	_____	_____
Chapter Six	_____	_____	_____	_____
Final Evaluation	_____	_____	_____	_____

**Performance Assessment Form #2247 shall be completed by the Officer in Charge and forwarded via the Chain-of-Command to the Emergency Services Command Office. This form may be a part of the Promotional PPA. Promotional PPAs are due to ESC Office no later than 30 days prior to promotion date (one year after swear-in date).**

### Probationary Status

**Do Not** Recommend Permanent Status/Promotion to Fire Fighter II (Y02). Written request due to ESC Office no later than 30 days prior to promotion date (one year after swear-in date).

Recommend Permanent Status/Promotion to Fire Fighter II (Y02).

\_\_\_\_\_  
Battalion Chief

\_\_\_\_\_  
Assistant Fire Chief



## PRINCE GEORGE'S COUNTY, MARYLAND FIRE / EMERGENCY MEDICAL SERVICES DEPARTMENT



### MEMORANDUM

**DATE:** <Date>

**TO:** <Recipient>

**FROM:** <Original Sender>

**RE:** <Subject>

The following performance improvement plan (PIP) has been created because of your inability to pass your Chapter 4 Probationary Firefighter Study Course evaluation. During the last two (2) months, you have failed your Chapter 4 Rookie Book hearing two (2) times with scores below 65% on the following consecutive dates: August 3, 20XX (PAF issued), August 7, 20XX (PAF, PIP, and Step I charges issued). A Performance Assessment Form outlining recommendations on how to improve your performance was reviewed and signed by you on September 15, 20XX. This formal performance improvement plan outlines the steps necessary to improve your performance as a Probationary Firefighter and will help ensure your future success within the Department. It is your responsibility to meet the expectations set forth in this performance improvement plan.

**The following plan outlines these expectations:**

1. Review and demonstrate an understanding of the Probationary Firefighter Chapter 4 Study Course to include:
  - I. Chain of Command**
    - Name the County Fire Chief, all Career Deputy Fire Chiefs, the four shift Duty Chiefs (Career Assistant Fire Chiefs), and the Career Battalion Chief(s) in your assigned battalion.
  - II. Area Streets – First Half-Mile**
    - Give the response route to all streets in the first half mile radius from the station. This includes any area in Prince George's County even if it is not in the first due. List important items such as streets that end and take up again at another location, split hundred blocks and hundred blocks that do not follow sequential order. Probationary Firefighter will be able to identify the five closest hydrants from the fire station.

<Recipient>

<Date>

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### **III. Area – Stations in the Battalion**

- Name all stations within the battalion you are assigned. List the name, number, address and running route to each station. In addition, list the types of apparatus assigned to each station (i.e. Engine, Truck/Tower, Rescue Squad/Rescue Engine, Ambulance, etc.)

### **IV. Chapter Four Firefighter Skill Requirements**

- Provide directions to apparatus maintenance shops (Apparatus Maintenance Division [AMD], Rice Tire, M&M, Johnson Truck Center, Auto Truck, Radio Shop) designated by the Station Officer.
  - Provide directions to various buildings, including the Largo Government Center (LGC), Fire Services Building (FSB), Logistics, Public Safety Communications Center (PSCC) and the RMS Building. Know which building the following offices are in: Office of the Fire Chief, Risk Management, Watch Office, Fiscal Affairs, Infection Control and Pensions and Benefits
  - Demonstrate knowledge of the station backup generator, including starting procedures, fuel type, what items it supplies power to, and preventive maintenance procedures.
  - Demonstrate ability to tie fire service knots, including the clove hitch, figure eight and a bowline on a bight.
  - Demonstrate proper techniques for forcing inward swing door with the “Irons” (Halligan bar and flathead axe). This will include size-up, proper commands, and ability to explain different techniques used to force open the door.
  - Demonstrate the proper procedure for raising an extension ladder with two firefighters. Probationary firefighter must be able to demonstrate a flat and beam raise.
2. Review and demonstrate an understanding of Chapters 1, 2 and 3 of your Probationary Firefighter Study Course to include your BLS internship material.

<Recipient>

<Date>

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The above expectations shall be completed by September 15, 20XX. You shall also be prepared to pass your Chapter 4 Study Guide evaluation on September 15, 20XX. Once performance expectations are met and you have successfully passed the Chapter 4 evaluation, your performance improvement plan will be complete and considered closed. If the above expectations are not met, the plan and corresponding evaluation will be forwarded to Operational Performance and the Departmental Disciplinary Coordinator for review and determination of the appropriate level of discipline.

Should you have any questions, comments or concerns regarding the outlined items in your performance improvement plan, please feel free to contact me during our normal shift, on my cell phone at XXX-XXX-XXXX, or by email at xxxx@co.pg.md.us.

Copy to: Battalion Chief