



Winsted Fire Department

Standard Operating Procedures

Revised 07-01-2025

06-01-2014

SOP # 1-202a

Formerly SOP # 6-006

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New Probationary Member Orientation

PURPOSE

To allow for orientation and training in the policies, procedures and responsibilities of the Winsted Fire Department for new members.

POLICY

It shall be the policy of the Winsted Fire Department to orientate each new/probationary member in the policies, procedures and responsibilities. Each new/probationary member shall be provided with all necessary documents to be completed and ensure each new/probationary member is issued the required Departmental equipment.

PROCEDURE

All new/probationary members shall be trained on a date arranged with the recruit, following their acceptance into the Winsted Fire Department.

Each new/probationary firefighter should be assigned to a Lieutenant. The Lieutenant will be appointed and assigned by the Chief Officers. The assigned Lieutenant shall serve as the new/probationary firefighter's Field Training Officer. The new/probationary firefighter will remain the responsibility of the Lieutenant during the duration of the probation, at which time the Lieutenant will make a recommendation of regular appointment, an additional probationary period, additional training or dismissal from the Department.

The following paperwork will be completed on the orientation date:

- a. Insurance beneficiary card
- b. State Motor Vehicle Department blue light permit
- c. Accountability Card
- d. Training record
- e. Department Identification card
- f. Red Alert record
- g. Other applicable employment form

4. The following equipment may be issued at the time of orientation



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- a. Bunker gear, including coat and pants
- b. Helmet
- c. PBI hood
- d. Gloves
- e. Dress uniform, including pants, shirt, belt, and dress gloves minimum.
- f. Department SOP's, Rules and Regulations and Bylaws

The new/probationary member will have access to the following documents and the Lieutenant will make sure they are reviewed for familiarization during their orientation/probationary period.

- a. Rules and Regulations
- b. Standard Operating Procedures
- c. Bylaws
- d. List of Department Officers and contact information

The new/probationary member will review the following procedures for familiarization during the orientation/probationary period

- a. Organizational Structure/Chain of Command
- b. Incident Command System, including IS 100, IS700, and IS800
- c. Station and Apparatus Tours
- d. Incident Reporting
- e. Completion of Incident Reports
- f. Required training, meetings and practices
- g. Fire ground responsibilities



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h. Dispatch codes and radio procedures

A Probationary Checklist will be provided to guide the Lieutenant in the areas needing to be covered during the probationary period. There will be a Probationary Checklist for each interior and exterior firefighter positions.

The probationary/new member will have one year, from approved membership date to complete probation.

Members upgrading status from exterior to interior will notify their assigned Lieutenant and/or Captain of their desire to change status. They will then need to complete a six-month probationary period to complete the items not covered on the Exterior Checklist.

Probationary/New members wishing to attend a Firefighter 1 Certification Program will need to complete the Pre-FF1 Checklist prior to attending the Program.