





NORTHERN WAKE FIRE DEPARTMENT
STANDARD OPERATING PROCEDURES

TITLE: Progress Reports on Volunteer Probationary Members	SECTION/TOPIC: PERSONNEL
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I. PURPOSE

- A. This Standard Operating Procedure outlines how the organization will report to the membership, the progress of volunteer Probationary members.

II. SCOPE

- A. This Standard Operating Procedure applies to all Northern Wake Fire Department volunteer Probationary members.

III. PROCEDURE

- A. In order to keep members informed on the progress being made by the Probationary members, periodic reports will be provided by the Chief Officer responsible for oversight of the Training Program (Training Chief) or his/her designee.
1. Probationary membership reports will be provided at the January, April, July and October business meetings and at any other time deemed necessary.
 2. Each Probationary membership report should include at a minimum:
 - a. Status on of the member's Probationary checkoff
 - b. Status on the member riding the apparatus
 - c. Status on the member's participation (calls, duty-crews, training, special projects, etc.)
 - d. Anticipated completion of Probationary requirements by the member
 - e. Recommendations for Full-Membership Presented by Training Chief or his/her designee.