



**Peoria Fire Department Apprenticeship Program**



# Peoria Fire Department Apprenticeship Program

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# Peoria Fire Department Apprenticeship Program

**Position:** The Fire Apprentice Candidate position is a civilian employee assigned to the Peoria Fire Department. Fire Apprentices are not commissioned firefighters as outlined in Chapter 11 of the City of Peoria Municipal Code. Apprentices shall not be assigned any responsibility that requires authority as a commissioned firefighter. Interested individuals may apply at City Hall Human Resources room 403.

**Objective:** The Fire Apprentice program is an initiative to provide a career pathway for teenagers and young adults. This program is not intended to be a direct source of recruitment for future firefighters, but rather provides young men and women an inside look into the career of fire, rescue, and emergency medical services. Fire Apprentices will supplement the pool of qualified candidates, upon successful completion of the State of Illinois mandates as identified in the Firefighter Hiring Act also known as Public Act 097-0251.

Fire Apprentices will be members reflecting the demographical diversity of the community between the ages of 17 and 20 upon hire. The Fire Apprentice candidate will be a part-time employee of the City of Peoria. The Fire Apprentice will perform various fire service-related duties and training. The associated duties and training will consist of an integrated collaborative process utilizing both internal and external components.

## **Wages and Benefits**

- A. Hourly wages of \$15-\$20
- B. Accrual of sick time, personal time
- C. Insurance/IMRF
- D. Tuition or textbook stipend
- E. 24-hour work week

**Program length:** The duration of the program is 36 months. Program time may be extended up to an additional 12 months at the discretion of the Fire Chief.

**Eligibility:** Applicants must meet the following criteria:

- A. Must Be a resident of the City of Peoria.
- B. Must be a High School graduate or have attained a general education development certificate.
- C. Must be 17 years of age at the time of appointment but not over the age of 21.
- D. Must possess a valid Illinois Driver's license, with a "Class D" qualification.
- E. Must have a cumulative High School grade point average of 2.0 on a 4.0 scale or equivalent.
- F. Must be enrolled a minimum of 12 credit hours per semester at an accredited college or university upon appointment as a Fire Apprentice.



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## **Working Conditions:**

- A. Must be able to work a flexible schedule, including shift work, holidays, weekends, and during emergencies to accommodate the City of Peoria's needs.
- B. Must be able to work in various weather conditions including extreme cold, heat, rain sleet, snow, and wind.
- C. Must be able to function during exposure to hazards such as airborne particulates, loud noises, low light conditions, small spaces, bodies of water, and electrical/ power lines.
- D. Must be able to perform repetitive movements, have dexterity of hands, wrists, and fingers.
- E. Must be able to balance, stand, sit, bend, kneel, crouch, stoop, reach, walk, run, climb, pull and push.

**Disqualifiers:** Fire Apprentices are recognized as "*at will*" employees and serve at the discretion of the Fire Chief. Therefore, the Fire Chief maintains the management right of terminating a Apprentice's employment status at any time. Upon termination, Apprentices shall return all issued equipment to the department Apprentice Coordinator.

- A. Arrest or indictment of offenses enumerated in the Illinois Compiled Statutes or misconduct.
- B. Failure to maintain physical ability standards and complete the candidate physical ability test.
- C. Failure to maintain established grade point average of 2.0 on at 4.0 scale.
- D. Dropping out or being terminated as a student from the community college or university.
- E. Violations of departmental or City of Peoria policy, rules or procedures on or off duty.
- F. Attaining the age of 21 without successful appointment as a commissioned Firefighter. The Chief can extend the Apprentice's service by a maximum of 12 additional months if merited.
- G. Posting any offensive, racist, or sexist remarks on social media.

## **Fire Apprentice Responsibilities:**

- A. Adherence to all departmental rules, guidelines, and City of Peoria policies.
- B. Perform tasks as assigned with efficiency and effectiveness.
- C. Report for duty at the assigned date, time, and location.
- D. Maintain a minimum of 12 hours of college/university level courses throughout the duration of the program.
- E. Demonstrate ability to complete required educational requirements.
- F. Provide official report card indicating coursework progress to Apprentice Coordinator.



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- G. Protect and take care in the handling of department equipment.
- H. Maintain strict confidentiality of sensitive information regarding patient care, fire service, investigations, etc.....
- I. Maintain physical conditioning through the physical fitness training and conditioning. Capability of successfully completing Candidate Physical Ability Test (CPAT) annually.
- J. Maintenance and wearing of uniforms in accordance with the departmental policy.
- K. Must successfully complete Basic Operations Firefighter, Advanced Technician Firefighter, and Hazardous Materials Operations, "Courage to be Safe", Fire Services Vehicle Operator, vehicle machinery operation, Emergency Responder courses and EMT-Basic.
- L. Upon successful completion of the "K", the Fire Apprentice will be required to perform ride-a-long. One (1) 12 hour shift per week during school days and one (1) 24 hours shift during school breaks. Apprentices work shifts should not be in conflict with their school schedule.
- M. Must demonstrate an interest in Fire Service and EMT.
- N. Must maintain a positive attitude, good moral character and integrity.
- O. Must possess the ability to communicate with a diverse population; in person, via phone, email and in written communication.
- P. Must be able to remember and record information in a daily journal.
- Q. Any request for use of accrued leave must be submitted to the Apprenticeship Coordinator.

**Apprentice Uniform:** Apprentices shall be provided a new Apprentice uniform by the City at the beginning of their apprenticeship. The Apprentice uniform shall include, but not be limited to, the following clothing items.

- A. (3) Apprentice pants
- B. (3) Apprentice uniform shirts-long sleeved
- C. (3) Apprentice uniform shirts- short sleeved
- D. (1) Apprentice jacket
- E. (1) Apprentice name plate
- F. (3) Apprentice t-shirt
- G. (1) black belt
- H. (1) Apprentice uniform cap
- I. (1) tie
- J. (1) badge
- K. Personal protective equipment
- L. Apprentices will be required to purchase their own authorized shoes and socks, in accordance with departmental rules. They will also be responsible for



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undergarments. Additional equipment may be issued as needed to fulfill the Apprentice's responsibilities.

**Replacement Uniforms:** Uniform articles which are worn out or damaged in the performance of Apprentice Duties shall be replaced by the Department per current uniform replacement policy.

**Wearing of Uniform:** All Apprentices who are provided with clothing items are required to wear said clothing items in accordance with applicable Fire Department Rules and Regulations. In this regard, Apprentices are required to be in uniform by the beginning of the scheduled workday, with their clothing items being clean and neat in appearance. Furthermore, Apprentices shall only be authorized to wear their uniform items while on duty or involved in official City business, while in transit to and from work, and during such times they may be otherwise permitted or required by the City.

**Return of Uniform:** All clothing items provided to a Apprentice shall remain the property of the City of Peoria. Upon the Apprentice's permanent separation from the service of the City, all such items, other than those worn out through normal use, must be returned (or paid for) by the Apprentice before his/her final payroll check will be issued.

**Anti-Fraternization:** Employees of the Peoria Fire Department are strictly prohibited from engaging in a dating or sexual relationship with any Apprentice. Apprentices shall not be allowed to have a dating or sexual relationship with each other.

**Outside Employment:** Apprentices may obtain employment elsewhere upon obtaining departmental approval.

## **Apprentice Coordinator:**

- A. The Fire training Supervisor shall serve as the Apprentice Coordinator
- B. The Apprentice Coordinator, in the aspect of his/her duties, will report to an assigned Fire Executive Division Chief.
- C. Assist in establishing the Apprentices work hours. Work hours shall be conducive with the Apprentices academic schedule.
- D. Responsible for maintaining records of Apprentice activities, including training, academic achievement, days present, days absent, etc.....
- E. Coordinate Apprentice's request for usage of accrued leave time.
- F. Review performance of Apprentices.
- G. Counsel Apprentices on work performance, educational pursuits, career plans and applicable personal issues. Coordinator will also, when necessary, exercise the attempt to rectify or refer issues to the appropriate professional.
- H. Investigation of complaints regarding Apprentices actions, performance, and activities.
- I. Distribution of uniforms and equipment.



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- J. Participate in conducting exit interviews with Apprentices completing the program; with the intention of critiquing, improving, and making recommendations for program enhancement.
- K. Review of Apprentice's journal.



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## Appendix A

### Fire Department Tour

The tour of duty in the Fire Department is designed to expose the Apprentice to the inner workings of the professional aspects of Fire Investigation, fire and life safety inspections, Hazardous materials inspection, Emergency Medical Service continual education and quality assurance, plans examination and fire and life safety education.

#### **Fire Investigation objectives:**

- Comprehension of the scientific method (Systematic Approach)
- Awareness of fire patterns
- Legal considerations
- Handling and collection of physical evidence
- Origin determination
- Cause determination
- Classification of fire causes
- General fire scene safety
- Review of (NFIRS) National Fire Incident Reporting System reports
- Review of first in company reports
- Understanding the significance of photo documentation
- Utilization of specialized equipment
- Familiarization with NFPA Standard 1033
- Familiarization with NFPA Standard 921
- Other assigned duties as required

#### **Fire and Life Safety Inspections objectives:**

- Review of applicable codes and standards adopted by the City of Peoria
- Preparation of inspection reports
- Conduct field inspection of new and existing structures
- Develop ability to classify construction types
- Develop ability to determine occupancy types
- Review of permitting process
- Participate in legal proceedings relating to code violations
- Recognize the need and purpose associated with the plan review process
- Investigate, report, record, resolve and consult regarding common complaints
- Develop ability to calculate occupancy capacity
- Develop ability to develop pre-fire plans
- Acquire ability to generate correctly RAFTER accreditation form
- Acquire ability to recognize a hazardous fire growth potential in a building or space
- Participate in Fire Protection Systems acceptance test



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- Develop ability to understand the various components of identified fire protection systems
- Acquire knowledge pertaining to basic behavior, flame spread and smoke development ratings of contents, interior finishes, building construction elements, life safety systems, decorative materials, and furnishings and housekeeping practices
- Familiarization with NFPA Standard 1031
- Other assigned duties as required

## **Fire and Life Safety objectives:**

- Develop comprehensive understanding of the PAEMS protocols
- Develop comprehensive understanding of BLS pharmacology
- Acquire and maintain CPR certification
- Acquire and maintain Emergency Medical Responder (EMR) certification
- Acquire and maintain EMT-B certification
- Assist in maintaining and sanitizing EMS training equipment
- Assist in cataloguing reference materials
- Assist EMS Coordinator with EMS inventory restock
- Attend mandatory EMS instruction of blood borne pathogen, Body Substance Isolation (BSI) and documentation
- Assist EMS Coordinator with data mining and the dissemination of EMS statistics.
- Acquire knowledge of developing a comprehensive annual EMS CEU schedule.
- Assist in the review of NEMIS reports
- Familiarization with NFPA Standard 450
- Other assigned duties as required.

## **Hazardous Materials Program objective:**

- Develop knowledge concerning hazardous materials ordinances and other regulations.
- Conduct hazardous materials inspections
- Develop knowledge regarding hazardous materials pre-incident planning.
- Develop knowledge regarding the available resources to assist with hazardous materials mitigation
- Acquire knowledge of NFPA 704 placarding system
- Acquire knowledge regarding the Global Harmonizing System
- Develop understanding on the various monitors and equipment used by the department.
- Assist in the research of complication issues and solutions related to the programs.
- Assist and participate in the various hazardous materials training programs
- Develop an understanding of the Hazardous Materials billing system
- Assist in the preparation and maintenance of records and reports
- Other assigned duties as required.



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## **APPENDIX B**

### Fire Training Division Tour

- Assist with training programs and group presentations.
- Assist in preparing equipment for training.
- Assist in cataloging and maintenance of training equipment.
- Assist with the removal of debris from training tower and cleaning of training annex.
- Successful completion of FSVO course.
- Successful completion of the Courage to Be Safe course.
- Successful completion of vehicle machinery operations.
- Successful completion of the 9-week PFD Fire Academy training course.
- Assist with data mining and report generation.
- Assist with record keeping.
- Complete training objectives for marine operations.
- Complete rotation at Emergency Communications Center.
- Complete rotation at Emergency Service Disaster Agency.
- Other assigned duties as required.



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## APPENDIX C

### Fire Operations Division Tour

#### Objective:

- Upon Successful completion of tours with the Divisions of Fire Prevention and Training, the Fire Apprentice will be required to perform ride-a-longs.
- The overall goal is to provide the Apprentice with as much real-life experience as possible without compromising their wellbeing.
- Ride-a-longs shall be conducted as follows: One (1) 12-hour shift per week during school days and one (1) 24-hour shift during school breaks. Apprentices work shifts should no be in conflict with their school schedule.
- Ability to comprehend Administrative and Fire-Ground SOG's.
- 17 to 20 year old Apprentices will be limited to outside activities only on fire calls. The exception will be Apprentices, who have successfully completed 2 years of study in Fire techniques within the Apprenticeship program and are 19 years of age, may engage in regular firefighter mitigation duties.
- Assist on EMS incidents with EMS equipment, patient care, packaging and loading for transport, refusals, patient documentation.
- Assist on fire incidents with the following:
  - Water supply
  - SCBA management
  - Hand tool management
  - Ventilation vertical/horizontal
  - Salvage
  - Overhaul
  - RIT
  - Disengaging utilities
  - Placing ground ladders
  - Primary/secondary search
  - Deploying backup lines
  - Other assigned duties
- Hazardous Materials Incidents
  - Research hazardous identification
  - Setting up decontamination
  - Issuing and setting up equipment staging
  - Serving as historian and other recordkeeping duties
  - Taking entry team and backup entry team vitals
  - Other assigned duties
- Motor Vehicle Accidents
  - Deploying standby attack for readiness.
  - Positioning dry-powder extinguishers.
  - Helping rescue squad with extrication tool placement and readiness
  - Assist with disconnecting battery cables.



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- Assist with monitoring scene for other hazards such as leaking fuel.
- Other assigned duties as required.
- Water Rescue/ Recovery
  - Must successfully complete the outlined training objectives before participating in actual emergency incidents.
  - Assist fire crews with transferring from land apparatus to marine vehicle.
  - Assist operations as a secondary crewmember with the responsibility of helping response personnel with emergency operations.
  - Assist with marine patrol for scheduled events.
  - Assist in securing the marine vessel.
- Other emergency related incidents
  - The Apprentice will assist at other emergency related incidents within the scope as outlined in the Fire-Ground SOG's and as directed by the assigned Company Officer or Incident Commander. The Company Officer and Incident Commander shall maintain the authority to remove the Apprentice from any incident in which they deem beyond the capability of the Apprentice.



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## APPENDIX D

### Fitness

Mental and physical fitness is an essential component of a career in Fire Service. It shall be the responsibility of each Apprentice to maintain the standards of physical and mental fitness required for performing the duties as a Apprentice. Whenever the Apprentice's fitness is placed in question, the Apprentice Coordinator should report his/her findings to the assigned Division Chief so that a review can occur. Upon discovery of questionable fitness, the Fire Chief may request that the Apprentice submit to an examination by a physician to determine his/her physical condition. This examination will be without expense to the Apprentice.

### Candidate Physical Ability Test

On an annual basis, the Apprentice will be required to successfully pass the candidate physical ability test (CPAT). The CPAT is a sequence of events requiring the Apprentice to progress along a predetermined path from event to event in a continuous manner. The CPAT was developed to allow Fire Departments to obtain pools of trainable candidates who are physically able to perform essential job tasks at fire scenes.

The CPAT consist of a sequence of eight events in which the Apprentice must successfully complete in 10 minutes and 20 seconds. The sequence of events are as follows:

- Stair Climb (climbing stairs while carrying an additional 75 lb simulated hose pack).
- Ladder Raise and Extension (placing a ground ladder at the fire scene and extending the ladder to the roof or a window).
- Hose Drag (stretching uncharged hose lines, advancing lines).
- Equipment Carry (removing and carrying equipment from fire apparatus to fireground).
- Forcible Entry (Penetrating a locked door, breaching a wall).
- Search (crawling through dark unpredictable areas to search for victims).
- Rescue Drag (Locating fire and checking for extension simulation).

#### CPAT- Dress Code:

The dress code is strictly enforced for safety. Apprentices must be in proper CPAT attire before participating in any CPAT event. The CPAT dress code for all events is as follows:

- Long Pants (No shorts)
- T-shirt or sweatshirt
- Footwear with no open heel or toe (no five finger shoes, barefoot running shoes, individual toe shoes)
- No loose or restrictive jewelry.



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## APPENDIX E

### Discipline

The fire service is a paramilitary organization; therefore, a great deal of personal discipline is required. The Apprentice must maintain both performance and conduct standards to be successful. If a Apprentice at any time commits an infraction of any standard, the following procedures will apply:

- A. **Verbal Reprimand-** Verbal reprimands may be given by the Apprentice Coordinator at any time circumstances warrant such action. While no additional approval is required, the Apprentice Coordinator will consult with their chain of command prior to action.
- B. **Written Reprimand-** Typically used when verbal reprimands have failed to result in behavior or performance changes or when behavior exhibits a serious enough offense to warrant stronger corrective action. The Apprentice Coordinator will consult with their chain of command before initiating said action.
- C. **Suspension-** Taken as the last step prior to termination. While on suspension, Apprentices are to review their behavior and/or performance. Upon return from suspension, the Apprentice will be required to make a written commitment to improve behavior/performance or resign their position. Suspensions will be issued by the assigned Division Chief from Fire Administration.
- D. **Termination-** Will occur when other disciplinary steps have been negated or when the infraction is considered severe enough that termination without prior discipline is warranted. Fire Administration and the Director of Human Resources or indicated designees will initiate termination procedures.

### Multiple Infractions

Normally, infractions that occur will be treated in a progressive fashion. However, the City of Peoria reserves the right to begin corrective action at any disciplinary step, depending on the circumstances and uniqueness of any individual situation. Offenses may fall into three (3) categories: 1. Conduct Problems 2. Performance Problems 3. Attendance Problems.

An individual may have a maximum of three (3) verbal reprimands active at one time, and those must be for different categories. The maximum number of written reprimands that may be active at one time is two (2), and these must be for different categories. Because a suspension requires a total performance decision on the Apprentice's part, there may be only one (1) active suspension at a time.



# Peoria Fire Department Apprenticeship Program

## APPENDIX F FIRE APPRENTICE PERFORMANCE EVALUATION

<b>Name of Apprentice</b>	
<b>Division</b>	
<b>Review Period</b>	
<b>Apprentice Coordinator</b>	
<b>Division Chief</b>	
<b>Date of Review</b>	

### Type of Review

- Apprentice Annual Performance and Development Review
- Apprentice Monthly Performance and Development Review
- Apprentice Follow-Up Review

### Instructions

Using the scale below, evaluate the Apprentice's performance for each standard listed. Then provide an overall evaluation for the listed job **FACTOR**.

### Rating Scale

**Not Applicable (NA)**-The employee had no opportunity to perform this task during the rating period.

**Unsatisfactory (U)**-Overall performance had too many task deficiencies during the rating period. Performance did not meet the expectation for the position.

**Improvement Expected (I)**- Overall performance was inconsistent on tasks for this position during the rating period. Performance did not meet the expectations for the position on a regular basis.

**Meets Standards (MS)**- Overall performance is at an acceptable level consistent for the tasks.

**Successful (S)**- Overall performance met expectation on the tasks for this position during the rating period. The Apprentice performed the task in proper manner, with little or no difficulty, on a regular basis, and with minimal supervision.

**Highly Successful (HS)**- Overall performance often exceeds expectations on the tasks for the position during the rating period. The Apprentice, in addition to successfully competing the tasks, often went above and beyond what was expected.



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## **Factor A- Attendance**

**Sick day incident definition: One incident equals one or more consecutive days off for the same reason or illness during the reporting period.**

**Not applicable (NA)-** The employee had no opportunity to perform this task during the rating period.

### **Unsatisfactory (U)**

- The Apprentice had four or more incidents of absenteeism during the reporting period.
- The Apprentice demonstrates signs of sick time abuse per policy.

### **Improvement Expected (I)**

- The Apprentice had three incidents of absenteeism during this reporting period.
- Apprentice does not follow policy for sick leave.

### **Meets Standards (MS)**

- The Apprentice had two incidents of absenteeism during the reporting period.
- The Apprentice reported the absence per policy.

### **Successful (S)**

- The Apprentice had one incident of absenteeism this reporting period.
- The Apprentice reported the absence according to policy.

### **Highly Successful (HS)**

- The Apprentice has no incidents of absenteeism during this reporting period.

**Overall Evaluation This Job Factor** \_\_\_\_\_

**Supporting Comments:**

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## **Factor B-Punctuality**

**Apprentice is prepared and ready for scheduled activities.**

**Not Applicable (NA)** The employee had no opportunity to perform this task during the rating period.

### **Unsatisfactory (U)**

- The Apprentice has been late for duty three or more times during the reporting period.
- The Apprentice arrives shortly before roll call and/or is not prepared for daily assignments and tasks.
- Apprentice makes no effort to communicate reason for tardiness.

### **Improvement Expected (I)**

- The Apprentice had one to two incidents of tardiness during this reporting period.
- Apprentice makes a minimum effort to communicate with Apprentice Coordinator regarding tardiness.

### **Meets Standards (MS)**

- The Apprentice arrives for duty at least 15 minutes before roll call and is prepared for scheduled activities.
- The Apprentice has not been late for duty during the reporting period.
- Apprentice makes an effort to check in with Apprentice Coordinator upon arrival.

### **Successful (S)**

- The Apprentice arrives for duty 30 minutes before duty with one-two exceptions.
- The Apprentice is fully prepared for the scheduled events and activities.
- Th Apprentice reports promptly to the Apprentice Coordinator.

### **Highly Successful (HS)**

- The Apprentice has no incidents of tardiness during this reporting period.
- The Apprentice arrives at least 45 minutes before duty and is fully prepared for activities.

**Overall Evaluation This Job Factor** \_\_\_\_\_

**Supporting comments:**

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# Peoria Fire Department Apprenticeship Program

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# Peoria Fire Department Apprenticeship Program

## **Factor C-Personal Appearance and Uniform Compliance**

**Not Applicable (NA)** The employee had no opportunity to perform this task during the rating period.

### **Unsatisfactory (U)**

- The Apprentice begins duty with and unclean or wrinkled uniform.
- The Apprentice does not wear uniform in compliance with uniform policy.
- Apprentice starts duty with improper grooming.
- The Apprentice footwear is worn or un-shined.
- The Apprentice will often wear faded uniforms on duty.

### **Improvement Expected (I)**

- The Apprentice on occasion will begin duty with an unclean or wrinkled uniform.
- Apprentice on occasion will not wear uniform in compliance with uniform policy.
- Apprentice on occasion will begin day in an ungroomed manner.
- Apprentice on occasion will wear faded uniforms.

### **Meets Standards (MS)**

- The Apprentice begins duty day with clean and wrinkle free uniform.
- The Apprentice wears uniform in compliance with uniform policy.
- Apprentice starts duty day will-groomed in accordance with policy.
- The Apprentice never wears faded uniforms.
- The Apprentice's shoes are not worn and shined.

### **Successful (S)**

- The Apprentice maintains personal hygiene in an above average manner.
- The Apprentice has changed uniforms during the day to maintain an acceptable appearance.
- The Apprentice motivates other Apprentices to take pride in appearance.

### **Highly Successful (HS)**

- The Apprentice always shows professionalism wearing and maintaining uniforms and maintaining personal hygiene standards.
- The Apprentice exceeds personal grooming standards during duty.

**Overall Evaluation This Job Factor** \_\_\_\_\_

### **Supporting Comments:**

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# Peoria Fire Department Apprenticeship Program

## **Factor D-Care of Equipment**

**Not Applicable (NA)** The employee had no opportunity to perform this task during the rating period.

### **Unsatisfactory (U)**

- The Apprentice does not help maintain equipment in a satisfactory manner.
- The Apprentice leaves equipment dirty and does not assist in maintaining equipment in a state of readiness.
- The Apprentice does not report broken or damaged equipment to supervisor.
- The Apprentice does not assist with inventorying and care of equipment.

### **Improvement Expected (I)**

- The Apprentice on occasion will assist in ensuring that equipment is in ready condition.
- Apprentice on occasion will leave equipment dirty.
- Apprentice on occasion will not report broken or damaged equipment.
- Apprentice on occasion will not help with inventory and care of equipment.

### **Meets Standards (MS)**

- The Apprentice assists in ensuring that equipment is properly inventoried.
- The Apprentice assists in ensuring that equipment is in satisfactory condition.
- Apprentice will report broken or damaged equipment to the supervisor.
- The Apprentice on occasion wears faded uniforms.

### **Successful (S)**

- The Apprentice shows pride in assisting with inventorying of equipment.
- The Apprentice has assisted with equipment checks, cleaning and painting to ensure a state of readiness.
- The Apprentice assists in the completion of inventorying equipment and knows the appropriate department forms to use.

### **Highly Successful (HS)**

- The Apprentice shows self-initiative in checking and assisting with equipment readiness.
- The Apprentice uses equipment with care and caution in an appropriate manner.
- The Apprentice makes sure equipment is cleaned and properly stored after each use.
- The Apprentice makes sure equipment is in a state of readiness and knows the location of equipment.

**Overall Evaluation This Job Factor** \_\_\_\_\_

### **Supporting comments:**

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# Peoria Fire Department Apprentice Program

## **FACTOR E-Facilities**

**Not Applicable (NA)** The employee had no opportunity to perform this task during the rating period.

### **Unsatisfactory (U)**

- The Apprentice needs frequent reminders regarding the performance of general station duties.
- The Apprentice work area is unkempt.
- The Apprentice does not ensure station duties are complete and satisfactory.
- The Apprentice needs reminders regarding the inspection of assigned areas for deficiencies and safety hazards.

### **Improvement Expected (I)**

- The Apprentice on occasion has an unkempt work area.
- The Apprentice has to occasionally reminded to perform duties.
- The Apprentice occasionally does not check work area to ensure duties are complete and satisfactory.

### **Meets Standards (MS)**

- The Apprentice maintains work area in clean and neat manner.
- The Apprentice inspects work area periodically for deficiencies and safety hazards and reports issues to supervisor.

### **Successful (S)**

- The Apprentice demonstrates above average cleaning conditions while accomplishing duties and motivates other Apprentices to perform in like manner.
- The Apprentice maintains work area in an above average degree of cleanliness and neatness.

### **Highly Successful (HS)**

- The Apprentice shows self-initiation and a high degree of cleanliness while performing duties.
- The Apprentice makes a regular effort to maintain a high degree of neatness and cleanliness in the assigned work area.

**Overall Evaluation This Job Factor** \_\_\_\_\_

**Supporting comments:**

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## **FACTOR F-Physical Conditioning**

**Not Applicable (NA)** The employee had no opportunity to perform this task during the rating period.

### **Unsatisfactory (U)**

- The Apprentice physical fitness condition is poor.
- The Apprentice frequently fails to perform and participate in physical fitness training.
- The Apprentice has extreme difficulty in performing in physical fitness activities.

### **Improvement Expected (I)**

- The Apprentice fitness level appears to be below normal.
- The Apprentice will occasionally fail to perform and participate in physical fitness training.

### **Meets Standards (MS)**

- The Apprentice maintains fitness in accordance with policy.
- The Apprentice motivates others to perform regular fitness training.

### **Successful (S)**

- The Apprentice will exercise on own time in addition to physical fitness training.
- The Apprentice motivates others to perform daily physical fitness training.

### **Highly Successful (HS)**

- The Apprentice physical condition appears to be excellent.
- The Apprentice inspires other Apprentices to exercise.

**Overall Evaluation This Job Factor** \_\_\_\_\_

**Supporting comments:**

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# Peoria Fire Department Apprenticeship Program

## **FACTOR G-Working Relationships**

**Not Applicable (NA)** The employee had no opportunity to perform this task during the rating period.

### **Unsatisfactory (U)**

- The Apprentice frequently challenges authority, instructions, duties, assignments, rules and regulations.
- The Apprentice treats other with disrespect.
- The Apprentice is very critical and creates a negative influence of the Apprentice program and department.

### **Improvement Expected (I)**

- The Apprentice prefers to work independently rather than with a team oriented approach.
- The Apprentice will occasionally challenge authority, duties, assignments, and instructions.
- The Apprentice contributes to a feeling of strained relationships within the Apprentice program and department.

### **Meets Standards (MS)**

- The Apprentice treats others with respect and consideration.
- The Apprentice refrains from inappropriate communication.
- The Apprentice does not speak poorly of the department or other personnel.

### **Successful (S)**

- The Apprentice establishes and maintains effective working relationships.
- The Apprentice consistently provides assistance to other Apprentices.
- The Apprentice promotes teamwork and morale.

### **Highly Successful (HS)**

- The Apprentice shows self-initiative to make the work environment pleasant and productive.
- The Apprentice willingly becomes involved in department programs and is a positive influence for the department.

**Overall Evaluation This Job Factor** \_\_\_\_\_

**Supporting comments:**

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# Peoria Fire Department Apprentice Program

## **FACTOR H-Response to Supervision**

**Not Applicable (NA)** The employee had no opportunity to perform this task during the rating period.

### **Unsatisfactory (U)**

- The Apprentice requires constant supervision to maintain compliance with rules, regulations and policies.
- The Apprentice consistently demonstrates a lack of respect for supervisory staff.
- The Apprentice is uncooperative.
- The Apprentice is insubordinate in actions, tone, and overall behavior.

### **Improvement Expected (I)**

- The Apprentice response to direction and guidance is poor.
- The Apprentice requires more supervision than necessary to maintain compliance.
- The Apprentice demonstrates little respect for supervisory staff and is insubordinate on occasion.

### **Meets Standards (MS)**

- The Apprentice demonstrates an appropriate response to supervision.
- The Apprentice requires infrequent supervision to maintain compliance.
- The Apprentice demonstrates respect for supervisors and others at all time.

### **Successful (S)**

- The Apprentice requires very little supervision and is able to maintain compliance.
- The Apprentice shows proper respect to all members of the department and helps promote teamwork.

### **Highly Successful (HS)**

- The Apprentice shows self-initiation in regards to duties and is able to complete tasks in compliance with policy and procedures.
- The Apprentice response to directions, suggestions and other guidance is excellent.
- The Apprentice is respectful at all times and does not demonstrate any indication of insubordination.

**Overall Evaluation This Job Factor** \_\_\_\_\_

**Supporting comments:**

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# Peoria Fire Department Apprenticeship Program

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## **FACTOR I- Professional and Educational Development**

**Not Applicable (NA)** The employee had no opportunity to perform this task during the rating period.

### **Unsatisfactory (U)**

- The Apprentice had dropped several required college classes.
- The Apprentice has not maintained the 12 hour minimum college schedule.
- The Apprentice has missed more than 5 days of classes. Apprentice's GPA is below a 2.0.
- The Apprentice does not seek out training opportunities.

### **Improvement Expected (I)**

- The Apprentice GPA is below a 2.5.
- The Apprentice has poor study habits.
- The Apprentice criticizes training and occasionally misses training sessions while on duty.

### **Meets Standards (MS)**

- The Apprentice maintains a 2.5 GPA level.
- The Apprentice maintains the skills, knowledge and ability to perform duties as outlined.
- The Apprentice will on occasion seek out opportunities to improve skills, knowledge and ability as a Apprentice by attending classes, reading and viewing job related materials.
- The Apprentice participates in training and presents questions to acquire additional understanding. The Apprentice demonstrates good study habits.

### **Successful (S)**

- The Apprentice utilizes free time for self-study college related coursework or job related material.
- The Apprentice has obtained a 3.0 GPA.
- The Apprentice will occasionally assist and volunteer for special projects that are over and above regular duties to learn additional aspects of the department.
- The Apprentice has successfully completed some academic requirements associated with college coursework or specialized certifications.

### **Highly Successful (HS)**

- The Apprentice has a 3.5 GPA.
- The Apprentice has successfully managed time with job duties and college coursework.
- The Apprentice has sought out additional fire service training to further develop skill set.

**Overall Evaluation This Job Factor** \_\_\_\_\_

### **Supporting comments:**

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# Peoria Fire Department Apprenticeship Program

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## **FACTOR J-Training**

**Not Applicable (NA)** The employee had no opportunity to perform this task during the rating period.

### **Unsatisfactory (U)**

- The Apprentice consistently displays a negative attitude during training.
- The Apprentice shows an inability to successfully incorporate training concepts.
- The Apprentice has demonstrated no attempt to improve skills, knowledge, or abilities.
- The Apprentice does not follow direction and guidance during training evolutions.

### **Improvement Expected (I)**

- The Apprentice on occasion shows a negative attitude when training.
- The Apprentice on occasion presents a disruptive and poor attitude when training.
- The Apprentice demonstrates difficulty in grasping training concepts.
- The Apprentice on occasion has difficulty following training exercises.

### **Meets Standards (MS)**

- The Apprentice actively participates in required training.
- The Apprentice maintains a positive attitude when training.

### **Successful (S)**

- The Apprentice demonstrates an eagerness to training exercises.
- The Apprentice assists in the training of other Apprentices.
- The Apprentice has obtained certifications because of the training exercise (classroom/practical's).

### **Highly Successful (HS)**

- The Apprentice performance during training is highly enthusiastic.
- The Apprentice performs training activities with exceptional standards.
- The Apprentice's attitude encourages other Apprentices to participate in training.
- The Apprentice willingly offers to assist in the training of others.

**Overall Evaluation This Job Factor** \_\_\_\_\_

### **Supporting comments:**

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# Peoria Fire Department Apprentice Program

**Division Chief's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_









# Peoria Fire Department Apprentice Program

Apprentice Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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