

EMPLOYEE ORIENTATION/AUTHORIZATION

6265

(May 2003)

Responsibility

Division Chief

All newly hired CDF Fire Crew Captains, and other employees assigned to supervise wards, shall receive orientation prior to being assigned to supervise wards for project or emergency assignment. The training shall be recorded on the Conservation Camp Orientation Program form [FC-212](#), and kept in the employee's personnel file. The [FC-213](#), Employee Driving Performance Evaluation, shall be used to guide the supervisor in evaluating the employee's driving abilities, and to provide a written record to be kept in the employee's personnel file.

TRAINING NEEDS OUTLINE

- A. GENERAL ORIENTATION 6 DAYS
- B. CREW TRAINING 15 DAYS
- C. IN-CAMP ORIENTATION 2 DAYS

TOTAL 23 DAYS

Of the 23 days, 15 days will be spent with another Fire Captain. With this training time needed, it will take about two months before the Captain can meet the basic policy requirements and accept sole custody of a crew. All new staff should visit the appropriate ward training center, as part of their orientation. This visit should include an introduction to CYA, a review of Classification Procedures, and an orientation to the ward training program.

Once the employee has been certified as completing Form FC-212, through Item 14, and Form FC-213, the employee is approved to supervise ward crews in non-emergency assignments only. See [Section 6561.2](#) for criteria for supervising Type I and II fire Crews.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)