

# Joshua Fire Department Probationary Firefighter Checklist

Firefighter's name:	Date Issued:	Date Completed:
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Departmental Objectives:	Officer	Date Completed
<input type="checkbox"/> Complete Hiring Process (application, interviews, background, drug screen)		
<input type="checkbox"/> Administrative File Created		
<input type="checkbox"/> Emergency Reporting File Created		
<input type="checkbox"/> City Computer Email/Login Created (Upon Completion of Probationary Task Book)		
<input type="checkbox"/> Text Messaging Notification Created (Upon Completion of Probationary Task Book)		
<input type="checkbox"/> Gear Issued		
<input type="checkbox"/> Uniform Issued(Completion of Probationary Task Book)		
<input type="checkbox"/> Probationary Firefighter Task Book Issued		
Field Training Objectives:	Officer	Date Completed
<input type="checkbox"/> Complete Task Book Training Requirements (by week 15)		
<input type="checkbox"/> Complete NIMS 100, 200, 700, 800		
<input type="checkbox"/> Complete CPR Certification		
<input type="checkbox"/> Complete Department First Responder Course (EMR)		
<input type="checkbox"/> Complete FTO Exam (3-12 HR Shifts prior to Completion of Probationary Task Book)		
<input type="checkbox"/> Complete Physical Agility Test		
Probationary Period Objectives:	Officer	Date Completed
<input type="checkbox"/> Successfully Pass Monthly Evaluations		
<input type="checkbox"/> Successfully Pass Yearly Evaluation		

**Recommendations**

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Firefighter/Engineer Signature

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Company Officer Signature

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Battalion Chief Signature

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Training Battalion Chief Signature

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Fire Chief Signature

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Assistant Chief Signature