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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**Mentoring Program**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Purpose:**

To provide a structured process, including the rules and requirements for selecting mentors who will assist new members in the application and probationary process.

**Scope:**

This applies to all membership categories as outlined in the document.

**Definitions:**

Mentor – A senior member of the organization meeting the minimum criteria listed in this document.

Mentee – The individual being guided by the mentor.

**Procedure:**

Eligibility, selection and responsibility for mentors shall include the following:

**Mentor**

Eligibility -For an individual to be considered as a mentor, they shall meet the following criteria:

* Attend 10% of all emergency responses, 25% of all training, and meet by-law requirements for meeting attendance.
* Be a member of the organization for at least twelve (12) months and completed the probationary process
* Have obtained at least Firefighter I certification or equivalent.
* Possess knowledge of the organization's policies, rules, by-laws, SOGs and operational practices.

Responsibility – To provide assistance, support, knowledge and assessment to applicants/members during their probationary period.

* Assist the member with apparatus, equipment, organizational, member, and procedure familiarization.
* Maintain contact with the member to assure he/she is aware of times and locations of activities
* Attempts to notify the member of all dispatches until communication equipment is provided
* Insures that member has an understanding of all policies and procedures applicable to him/her.

**Mentee**

Eligibility – For an individual to be considered as a mentee, they shall meet the following criteria

* Be a new member or one returning to the organization

Responsibility – The responsibilities of the mentee will include but not be limited to:

* Attendance and allocation of time and energy to organization functions
* Keep in regular communication with their mentor
* Be prepared to invest the time d energy to obtain the knowledge skills and abilities needed to be successful m the organization
* Actively participate in all activities
* Follow through on the commitment made

Process Initiation -

* The mentor will be assigned as part of the probationary process.
* A mentor will have no more than three (3) mentees at any one time

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

King of Prussia (PA) Volunteer Fire Company Mentoring/Probationary Program