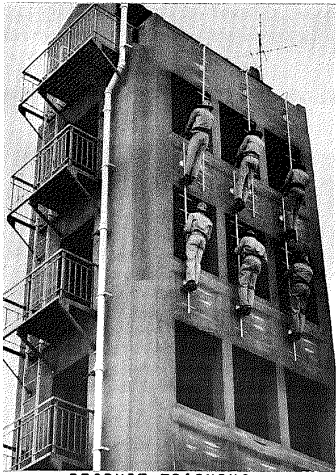


TRAINING DIVISION



RECRUIT TRAINING

During the reporting year, emphasis was placed on meeting the many training needs of the department. This includes the upgrading of existing programs and the formation and presentation of specialized training programs. The constant change of techniques and the addition of new apparatus and equipment readily establishes the need for many training functions. As indicated below, major improvements were accomplished in recruit training and in developing and conducting the innovative "Operation Understanding."

RECRUIT TRAINING - During the year the basic recruit training course was extended from eight to nine weeks. This extension permitted the presentation of new subject matters and additional training in specific areas, such as building fires and night operations. A sixteen-hour course in basic human relations was developed and presented to the recruit classes. Also included were four hours of instruction on safety practices and equipment and four hours on radio communications and operation. The recruits now spend a total of 432 hours in basic training, 167 of which are structured classroom instruction in fire protection technology. The remaining 265 hours are spent in learning and developing skill in basic fire fighting techniques and operations. This balance of classroom instruction and manipulative operations is designed to give each recruit a well-rounded basic knowledge of firefighting.

"OPERATION UNDERSTANDING" CLASSES - This was developed for and projected to supervisors who work with socially and economically disadvantaged employees. This course helps the supervisor become more aware of the attitudes, expectations, fears and behavior patterns of disadvantaged employees and equips him to deal with their problems in a more effective manner.

The following pages contain a summary of the Training Division's activities for the year.



E. R. Prendergast
Chief of Training

PUBLIC SERVICE CAREER PROGRAM
(Fireman Trainee)



TRAINEE INSTRUCTION

The Fire Department Trainee Program has continued to advance with success in 1971. This can be accredited to the sincere attitude toward the program and the devoted work of all the personnel involved. This is a continuing effort dating from June 28, 1968. Fifteen men entered the program in 1971, bringing the total number to sixty-nine since the instigation of the program.

The objectives and realization of success are seen day by day with more members of minority groups being qualified as firefighters. Seven men achieved the objective of their training in 1971 by progressing successfully into the ranks of the Civil Service structure of the Fire Department. Nine men are now on the eligibility list and are waiting to be appointed as Recruit Firefighters.

The completion and application of the training manual--"Firemanship" - Volume V--written specifically for the Trainee Fireman, is now a reality. This is a one-year fundamental course in Firemanship designed to qualify the Trainee to become a probationary firefighter.

During the year 1971, a 15-hour course, "Operation Understanding," was given to all Staff and Company Officers in the Department. This education has improved our effectiveness and the supervision of the members in the program.

SUMMARY OF RESULTS OF TRAINEE PROGRAM SINCE INCEPTION

Total number who entered program = 69

25 now Firefighters
5 on Military Leave, 18 Separated
21 remaining in the Program
(9 on Firefighters' Eligible List)

The minimum goal of minority employment that we have been seeking for our Department is gradually becoming a reality. The number now stands at 30 Blacks, 1 Japanese, 1 Filipino, 4 Spanish Americans and 3 American Indians, for a total of 39.

