

Internship Program Expectations

- The Internship Program runs for two-years (24 months) beginning on the first date of your written acceptance into the program.
- The probationary period for the Internship Program will be for one-year (12 months) with extensions to be granted by the Fire Chief or his designee on a case-by-case basis with no expectation or guarantee of the extension being granted.
- The Intern will be required to reapply to the program at the end of the second year.
- Training hours shall be audited monthly with the final audit being conducted by January 31 of the following year. For those personnel beginning service mid-year, their audit date shall be on their anniversary date until they have completed one-year of service: they will then be placed on a calendar year running January 1 to December 31 of each year.
- Target Safety assignments shall be completed in the month assigned unless an extension is requested by the Intern and granted by the Training Coordinator.
- All Interns shall attend all Wednesday night training while on probation unless otherwise excused.
- Wednesday night training attendance once the Intern is off probation shall be at least half of the training sessions held a month.
- All Wednesday night training absences shall be reported a minimum of six hours in advance of the training to the on-duty Captain.
- The on-duty Captain shall report all Intern absences to the Training Coordinator.
- The Training Coordinator shall maintain record of these and other absences for review at the end of each year.
- Any falsification of records or the misrepresentation of the truth shall be grounds for an immediate administrative review of the Intern which includes progressive discipline up to and including termination from the program.
- Hours spent working for another emergency agency may count towards the annual total of training hours and is subject to approval by the Training Coordinator however; limits may be imposed on those “classes” taught by the intern or those hours that are strictly spent at their primary job and loosely related to the fire service.
- All third-party or training outside of the Newcastle Fire District shall be preapproved prior to the training by the Training Coordinator if you wish to receive credit for the training.
- The Intern may work any combination of hours between 0800 and 1700 hours any day of the week including weekends and holidays.
- The Intern shall not work twenty-four (24) hours shifts until he/she has completed the Basic Firefighter Check-off sheet and is approved by the Fire Chief.
- Once approved, the Intern is expected and required to work a minimum of four (4) twenty-fours (24) shifts a month (96 hours) or when approved and allowed, the equivalent hours. Leave requests for vacations or formal Leave of Absences for longer period of time are allowed once approved by the Fire Chief or his designee.

- Working only the evening hours (1700 to 0800 hours) will not be allowed.
- Participation in training, weekly drills, the daily station routine, on emergency scenes and any on-duty community functions where Newcastle Fire is involved is expected and required.
- With the exception of the Fire Chief or his designee, no one person shall be empowered with the ability to hire, promote, change a work classification, suspend or terminate an Intern in the program.
- Interns will be expected to review and have knowledge of all policies and memorandums of the Newcastle Fire District.
- All Interns, when appropriate, are subject to the same disciplinary proceedings as employees. Progressive discipline shall be recommended by supervisory staff members (Captains, Training Coordinator, etc) to the Newcastle Fire Administrative Staff for consideration. All discipline will be the sole responsibility of the Newcastle Fire Administrative Staff.