

DENVER FIRE DEPARTMENT  
DEPARTMENT DIRECTIVE

<b>Topic No:</b>	<b>1053.00</b>
<b>Date:</b>	<b>08-30-16</b>
<b>Approved:</b>	<b>TAB</b>
<b>Review Date:</b>	<b>08-30-18</b>
<b>Replaces:</b>	<b>N/A</b>

**Topic:** Mentor Program

**PURPOSE:** The objective is to provide mentorship and a support system for Denver Fire Department recruits. The program shall support each recruit or probationary for approximately 15 (fifteen) months. Each recruit will be paired with a volunteer mentor when they receive their acceptance letter to the Department and continue throughout probation, plus an additional 2 (two) months following the completion of the probationary exam. The Mentor Program will provide new members with constructive, *confidential* guidance and access to mental, emotional, and any necessary training support in order to assist them in becoming successful members of the Denver Fire Department.

**SCOPE:** Applies to all new recruit or probationary members of the Denver Fire Department

**I. MENTORSHIP ROLES/EXPECTATIONS**

- A. *Confidentiality* is imperative between mentors and recruit/probationary members.
- B. Pair one active volunteer member to each recruit/probationary.
- C. Volunteers may be assigned more than one recruit/probationary; however, they will not be assigned more than two.
- D. Exchange contact information between mentor and recruit/probationary.
- E. Each mentor shall contact the recruit or probationary at least once monthly for a period of up to 15 (fifteen) months, *or* until recruit/probationary and the mentor agree that mentorship is no longer necessary.
- F. The first two meetings between mentor and mentee are mandatory and must be face to face.
- G. Mentor agrees to provide support in the following areas:
  1. Mental
  2. Emotional
  3. Training or learning by facilitating training opportunities as needed
  4. Assisting with arrangement of training or extra help as needed or requested
  5. Constructive, *confidential* guidance
- H. Maintain and submit proper documentation to Program Coordinators.
- I. Attend the "Train the Mentor" class.
- J. F.I.R.E volunteer members shall receive hour-for-hour volunteer hours to be credited to their annual volunteer hours. It is the responsibility of the F.I.R.E volunteer mentor to accurately log and report all volunteer hours according to current F.I.R.E logging requirements. The log sheet shall be submitted to the FIRE Community Service Director.

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**II. ELIGIBILITY FOR MENTORSHIP PROGRAM**

- A. Any recruit who has received their acceptance letter **or** is a Denver Fire Department member with less than 15 (fifteen) months on the Denver Fire Department.
- B. The selection of Mentors will be based upon:
  - 1. Application
  - 2. Background Check

**III. MEMBERS INELIGIBLE TO MENTOR**

Any Denver Fire Department member who has received disciplinary action within the **past five years** may be disqualified to be considered as a volunteer mentor. This is in compliance with the Denver Fire Department Disciplinary Guidebook; Department Directive 106.01.