



**MESCAL J-6
FIRE DISTRICT**

**STANDARD OPERATING
POLICY # 007**

PROBATIONARY PERIOD

I. PURPOSE

To complete the member selection process by providing a probationary period of on-the-job work experience, by which both the new member and the District may evaluate the suitability of volunteer employment on a regular basis.

II. SCOPE

This policy applies to newly hired and newly promoted members of the District.

III. POLICY

Newly hired or newly promoted members shall serve a probationary period of twelve months. This period is used to determine whether the volunteer employment relationship should continue.

If at any point during the probationary period, the District determines, in its sole discretion that a satisfactory performance cannot be achieved through a reasonable amount of training and coaching, probationary period members shall be terminated or returned to their former rank.

IV. GUIDELINES

- A. The probationary period for newly hired or newly promoted members shall be twelve months.
- B. During the probationary period, the member shall receive informal performance evaluations from the officer after 30 days, and on a bi-monthly basis for the remainder of the probationary period.
- C. As a condition of completing one's initial probation, volunteer firefighters shall be required to complete the NIMS incident command ICS 100 and ICS 700 training as required by the Department of Homeland Security.
- D. Upon satisfactory completion of the probationary period, members may move to active status and are then subject to the annual performance review process.
- E. If, during the course of the *initial* probationary period, the officer determines that the member is not suitable for the job, he may be informed that volunteer employment is being terminated during the probationary period. Any such decisions shall be approved in advance by the Fire Chief and handled in accordance with the policy entitled "Termination of Employment."
- F. If, during the course of the *promotional* probationary period, it is determined that the member's performance is unacceptable, he may be returned to the position formerly held without right of appeal.
- G. Upon failure of any portion of the probationary requirements, as determined by an officer and with the approval of the Fire Chief, a member's probation may be extended for a period of up to an additional six months for the purpose of further evaluation. In such a case, the member shall receive a minimum of two written performance evaluations during the six-month extension.
- H. Any member who is within the probationary period shall not be entitled to grievance/appeals processes. This does not preclude a probationary member from filing a complaint of discrimination or harassment.