

CITY OF BEND FIRE & RESCUE  
POLICY, PROCEDURE, AND INSTRUCTION

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SECTION: Training

TITLE: Probationary Program

NUMBER: 1600-006

**A. POLICY**

- 1) It is the policy of Bend Fire & Rescue (BF&R) to maintain a consistent, timely, and fair process of evaluating personnel during their probationary period.

**B. PROCEDURE**

- 1) Entry-level employees and promoted employees will serve a one (1) year probationary period.
- 2) Probationary employees will be evaluated as to their ability to adequately perform the duties, responsibilities, and essential functions specific to their job description.
- 3) Successful completion of probation is required for permanent status.
- 4) Prior to the completion of probation, entry-level employees may be discharged at will.
- 5) Promoted employees who fail probation shall return to their previously held classification as described in the collective bargaining agreement and Civil Service Regulations.

**C. INSTRUCTIONS**

- 1) For entry-level employees, probation will begin with the first day of employment.
- 2) For newly promoted employees, probation will begin on the day they are promoted.
- 3) Probationary employees will be issued taskbook(s) specific to their job description (other assessment techniques may be administered as deemed necessary).
- 4) Probationary employees will receive regular performance assessments as outlined in PPI 1600-008.
- 5) All task book(s) and assessment tools must be signed-off prior to completion of probation. Exceptions to this will be at the discretion of the BC of Training.
- 6) Probationary employees who are on authorized extended leave (illness, injury, military leave, etc.) may have their probation extended.
- 7) Firefighters in their first year may work overtime assignments and come in for callbacks when they have been approved as a Lead Medic by their Field Training Officer (FTO), their Captain, and the EMS Division.

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- 8) Firefighters in their first year cannot use vacation accruals or perform shift trades unless approved by a Chief Officer. Holiday leave and compensatory time may be used during the first year of their employment.