

# Orchard Farm Fire Protection District Standard Operating Procedure

**Division:** 100      **Administration**  
**Section:** 103      **Personnel**  
**Subject:** 103.02      **Promotion to Firefighter (Serving a Probation Period)**

**Supersedes:** N/A

**Approved By:** 

**Date:** 01/29/2013

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## **PURPOSE:**

To define the District's process of promoting to the rank of Firefighter (Serving a Probation Period)

## **RESPONSIBILITY:**

Cadets wishing to be promoted to the rank of Firefighter (Serving a Probation Period)

## **PROCEDURES:**

After the Cadet has successfully completed the OFFPD Cadet Training Program, The officers will discuss the Cadet's training progression, cooperation, initiative and other skills, and recommend to the Chief Officers whether or not the Cadet should be offered a position with the District as the rank of Firefighter (Serving a Probation Period). The Chief Officers will use these recommendations and make the final decision.

If the decision is made that the Cadet will not be promoted, the Cadet's involvement with the District will be terminated. This decision will be discussed with the Cadet to ensure their understanding of the improvements needed if they wish to reapply at a later date.

If the decision is made that the District would like to keep the Cadet on staff, a written offer will be made to the cadet, offering the rank of Firefighter (Serving a Probation Period). The Cadet will then have one (1) week to review the requirements of the rank and accept or deny the offer.

The Cadet shall return the written offer, signed appropriately, to indicate their decision. If the Cadet fails to reply to the offer in the one (1) week time period, the District will assume that the Cadet has denied the offer and the Cadet's involvement with the District will be terminated.

Upon the District's receipt of the acceptance of its offer, the Cadet shall then be made aware of the effective date of their promotion. When the effective date arrives, the Cadet's rank shall then be Firefighter (Serving a Probation Period). They will immediately assume the responsibilities of said rank, and remain on probation for a minimum of one (1) year.