



**Lakewood Police Department
Policy and Procedure**

**Effective Date:
10/02/2025**

**Policy Number: PP-3301
PROBATIONARY SYSTEM**

A. Policy

The probationary system ensures that newly hired or promoted employees are aware of the expectations of their supervisors and are apprised of their progress during the probationary period. The probationary period allows supervisors to set forth specific goals, establish standards of performance, and decide whether or not newly hired or promoted employees meet the requirements necessary to continue in the positions to which they have been appointed. The probationary period also provides the employee with an opportunity to receive and respond to direct and timely feedback. Probationary periods for all positions shall be in accordance with administrative regulations, which are published by Human Resources.

B. Procedure

1. The probationary period for police agent recruits is two years from the date of hire.
2. The probationary period for lateral police agents, Community Service Officers and Records employees shall be one year from the date of hire. The probationary period for all re-hired sworn police personnel and newly hired non-sworn police employees shall be six months. Probationary periods may be extended in 90-day increments to a maximum probationary period of one year.
3. The administration of the probationary period forms for police recruits shall not begin until the police recruits graduate from the field training program and are assigned to solo duty.
4. Newly promoted or laterally transferred employees are required to serve a minimum six-month probationary period, which may be extended up to a maximum of one year if necessary. Employees who are laterally transferred within a department to classified positions, which do not entail substantial changes in duties and responsibilities, are not required to undergo probationary periods.
5. The supervisor of the probationary employee must establish goals and standards and communicate them to the employee. Goal setting discussions with the employee should take place within the employee's first week of work. The supervisor should complete the applicable sections of the probationary evaluation form including the goals. The supervisor will maintain the original copy of the form, send one copy to Human Resources, and provide one copy to the employee. Additionally, follow-up meetings with the employee shall take place at the employee's second month, fourth month, and six-month anniversaries in order to review performance and provide feedback necessary for the accomplishment of goals. Supervisors will complete the narrative portions of the performance and development form for the two-month review periods. If a probationary period is longer than six months, the employee will continue to receive written feedback every two months until the completion of the probationary period.
6. Upon determining that an employee's probationary period has been successfully completed, the supervisor should complete the third rating period narrative for each goal, discuss the review with the employee and have the employee make their comments on the form. A Notice of Personnel Action (NOPA) is prepared recommending the employee for permanent full-time status. The NOPA and

completed probationary period forms shall be routed through the chain of command to Human Resources.

7. The probationary employee and the supervisor shall meet throughout the probationary period to discuss goals and expectations. The employee shall direct to his supervisor any questions regarding goals or standards in order to ensure understanding. The probationary employee is expected to meet or exceed the standards for each established goal.
8. Each employee during initial orientation shall receive an explanation of the probation system and schedule for periodic reviews. Completed forms will be reviewed by Human Resources staff and filed in the employee's personnel file. Human Resources staff will be available to advise when a problem arises for supervisors or probationary employees during probationary periods.
9. If an employee has met the necessary standards of performance by the end of the probationary period, he shall have subsequent goals and expectations set in accordance with procedures used in the Performance Review and Development evaluation system.
If an employee has not met the requirements which have been set by the end of the initial probationary period, 3 options are available:
 - a. Continuation of the probationary period for a length of time deemed appropriate by the supervisor after consultation with Human Resources; not to exceed a probationary period of more than one year for most positions and an extra three-month period for police agent recruits, lateral police agents, re-hired police agents, Community Service Officers and Records employees. A second extension of 3 months is possible for a developing employee should the situation warrant.
 - b. Termination from the position. Probationary employees may be terminated prior to conclusion of the probationary period.
 - c. In a case in which an employee has been promoted from another position within the City, the employee may be reassigned to their previous position or be assigned to one in a pay range similar to the prior position.
10. Probationary employees who disagree with performance reports may contest the reports to the rater's immediate supervisor. That supervisor shall review the reports and discuss them with the employee and the rater. The decision of the reviewing supervisor is final.
11. The probationary employee may make written comments on the performance reports.

C. Rule

1. Probationary employees are not eligible for promotional, rotating or permanent positions, both in and outside of Patrol, nor for any specialized assignments such as SWAT, K-9, or SET.

NEXT: [PP-3302 EMPLOYEE LOGS](#)