DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Personnel / Administrative Policies		**P&P-D-110**
Probationary Period		
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PROBATIONARY PERIOD

The probationary period is used by the Sheriff's Office to observe the employee's ability to satisfactorily perform assigned duties and responsibilities. During the probationary period, the employee is expected to demonstrate the necessary skills and abilities to perform the duties for which they are employed. The supervisor or manager, when assessing the employee's performance and suitability for continued employment, will pay particular attention to punctuality, attendance, willingness to work with others, and positive response to supervision. Successful completion of the probationary period does not imply guaranteed continued employment with the Sheriff's Office and does not alter an employee's status as an "at will" employee.

I. **New Hire** – All new full-time and part-time employees shall be required to serve a probationary period of at least (1) year from the date of hire (see P&P-D-100 *Employee Evaluations*). An employee shall complete the probationary period no sooner than the day following the end of the period unless notified by the supervisor, manager, or appropriate COC level that the probationary period will be extended or that their employment is terminated. <7E-01>

A new hire on probation with previous instructorship certifications who wishes to instruct at DCSO may seek approval for a waiver to instruct. The new hire must have completed their FTO before consideration. The new hire must complete a memo to the Division Chief through their chain of command seeking approval and then forward it to the DCSO Training Section. The memo shall outline their certification and experience. The final determination of acceptance of instructorship will be made by the DCSO Training Section. The DCSO Training Section can waive the internal testing process for DCSO employees to be an instructor with previous certification and experience if it meets DCSO standards.

II. **Demotion** - All employees acquiring a new position because of disciplinary demotion shall be required to serve a probationary period of at least (1) one year from the date the employee begins the new position. The employee shall be notified of the probationary period in the final disciplinary disposition documentation. An employee shall complete the probationary period no sooner than the day following the end of the period, unless notified by the supervisor, manager, or appropriate chain of command level that the probationary period will be extended, or that the employee will be transferred to another job for which they are qualified, or that their employment is terminated.

III. **Discipline** – All employees who receive disciplinary probation shall be required to serve a probationary period as prescribed through the disciplinary process. The employee shall be notified of the probationary period in the final disciplinary disposition documentation. An

employee shall complete the probationary period no sooner than the day following the end of the period, unless notified by the supervisor, manager, or appropriate chain of command level that the probationary period will be extended, or that the employee will be transferred to another job for which they are qualified, or that their employment is terminated.

If an employee receives probation as part of the disciplinary process, Internal Affairs shall send a notification of the probationary period to the Personnel Coordinator for tracking purposes.

IV. **Transfer During Probationary Period** – An employee who is transferred for any reason within the Sheriff's Office while serving a probationary period may have their probationary period extended per section V of this policy.

V. **Extension of Probationary Period** – A supervisor or manager, with approval from the appropriate division chief, may extend or place the employee back on a probationary period for reasons of performance, transfer, or as part of disciplinary action as per P&P-D-100 *Employee Evaluations*. The employee shall be notified in writing of the extension or if part of the disciplinary process this notification will be included in the final disposition documentation. The notifications of extension shall include the specific period of extension and the effective date. In cases of extension for performance reasons, the employee shall be provided with specific performance improvement requirements. Notification of extension (not as part of disciplinary action) must be accomplished before the expiration of the probationary period and shall not be backdated once the original probationary period has expired. The supervisor extending the probationary period shall notify the Personnel Coordinator of the approved extension for tracking purposes.

VI. **Completion of Probationary Period** – The immediate supervisor of the successful probationary employee shall submit an interoffice memorandum through their chain of command to the Personnel Coordinator indicating that the employee can be removed from probationary status. Completion of the probationary period in no way implies a contract of continued employment with the Sheriff's Office nor does it create a property interest in employment with the Sheriff's Office. The employee and employer relationship is for the mutual benefit of both parties and either party may sever the relationship at their will at any time.

VII. **Probation Tracking** - The Personnel Coordinator shall maintain tracking of all employees who are on probation (New Hire, Demotion, Discipline, extensions, etc.). A list of all probationary employees shall be sent to the division chiefs, commanders, and functional equivalents monthly. It is incumbent upon supervisors to submit probation completion memos in a timely manner or seek approval on extension requests prior to the expiration of the probationary period.

REVIEW PERIOD

The review period is used by the Sheriff's Office to observe the employee's ability to satisfactorily perform assigned duties and responsibilities. During the review period the employee is expected to demonstrate the necessary skills and abilities to perform the duties

for which they are employed. The supervisor or manager, when assessing the employee's performance and suitability for continued employment, will pay particular attention to punctuality, attendance, willingness to work with others, and positive response to supervision. Successful completion of the review period does not imply guaranteed continued employment with the Sheriff's Office and does not alter an employee's status as an "at will" employee.

VIII. **Promotion** – All employees who are promoted shall be required to serve a review period of (1) one year in the new job classification before being confirmed in the new appointment. An employee shall complete the review period on the day following the end of the period, unless notified by the supervisor, manager, or appropriate chain of command level that the review period will be extended, or that the employee will be returned to their prior position or transferred to another job for which they are qualified.

XI. **Lateral Transfer** – All employees who are laterally transferred, at the employee's request or through an internal selection process, shall be required to serve a review period of (6) six months in the new position before being confirmed in the new appointment. An employee shall complete the review period on the day following the end of the period, unless notified by the supervisor, manager, or appropriate chain of command level that the review period will be extended, or that the employee will be returned to their prior position or transferred to another job for which they are qualified.

X. **Self-Demotion** – Employees who self-demote (e.g. a corporal who assesses for and moves to detective, or a sworn or non-sworn supervisor who chooses to self-demote to a non-supervisory role) shall be required to serve a review period of (6) six months in the new job classification before being confirmed in the new appointment. An employee shall complete the review period on the day following the end of the period, unless notified by the supervisor, manager, or appropriate chain of command level that the review period will be extended, or that the employee will be transferred to another job for which they are qualified.

By Order of the Sheriff