

<b>DOUGLAS COUNTY SHERIFF'S OFFICE</b>		<b>Policy and Procedure</b>
<b>Specific Personnel / Administrative Policies</b>		<b>P&amp;P-D-110</b>
<b>Probation</b>		
Effective Date: 02-15-18 Supersedes: 12-08-17	Approval: Sheriff	Number of Pages: 1
References: PP-D-100	Reevaluation Date: Annually	Standards: ACA -7E-01

**I. ONE YEAR PROBATION**

All new members will be placed on probationary status for one (1) complete year duration after initial employment (see [P&P-D-100](#)). During that period, the member may be removed from that position and employment terminated at any time, if deemed in the best interest of the Office or the County. Removal may be 'without cause' given and without a formal hearing. <7E-01>

**II. EXTENSION OF PROBATION**

The probationary status of any new member may be extended beyond the initial period. This extension may be required when a member's work performance is not significant enough to terminate but is below standard. However, there must be some reasonable expectation that this performance can be corrected by the conclusion of this extension. Any member may be ordered back to probationary status as per [P&P-D-100](#) of this manual. Any member may be placed on probation as a disciplinary measure.

**III. PROMOTIONS WHILE ON PROBATION**

Normally, a probationary employee will not be eligible to apply for other jobs within this Office for the first six months of employment. While this Office encourages career development, it will not normally consider promotions or job changes until that employee has successfully completed six months in the job for which they were hired.

By Order of the Sheriff