

<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>Probationary Period</b>		
Effective Date: 06-01-23 Supersedes: 12-08-17	Approval: Sheriff	Number of Pages: 2
References: PP-D-100	Reevaluation Date: Annually	Standards: ACA -7E-01

## **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 (1) complete year from the date of hire (see [P&P-D-100](#)). An employee shall complete the probationary period on 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 Captain through their chain of command seeking approval and then forward it to the DCSO Training Section. The memo shall outline the New Hire's 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. Lateral Transfer and Demotion** - All employees acquiring a new non-promotional position (lateral or demotion), will be required to serve a probationary period of (1) complete year from the date the employee begins the new position. An employee shall complete the probationary period on 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 the employee will be returned to their prior position or transferred to another job for which they are qualified, or that their employment is terminated.

- III. Promotions** – All employees who are promoted shall be required to serve a probationary period of (1) complete year in the new job classification before being confirmed in the new appointment. An employee shall complete the probationary period on 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 the employee will be returned to their prior position or transferred to another job for which they are qualified, or that their employment is terminated.
- IV. Transfer During Probationary Period** – An employee who is transferred (promotion, demotion, lateral move, or move to a lower position) within the Sheriff’s Office while serving a probationary period may have their probationary period extended, at the discretion of the supervisor, manager, or appropriate COC level.
- V. Extension of Probationary Period** – A supervisor, manager, or appropriate COC level 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](#). 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. 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 normally be accomplished before the expiration of the probationary period and shall not be backdated once the original probationary period has ended.
- VI. Completion of Probationary Period** – 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.

By Order of the Sheriff