

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870 (R/S-06)</small>	Reference Number <b>HMR-020</b>
	Subject <b>Probationary Period Reports</b>	
	Special Instructions Replaces HMR-037 dated January 1, 2012	Effective Date <b>March 1, 2015</b>

## **I. PURPOSE**

Establish guidelines for submitting end of probationary period reports and recommendations for permanent appointment of probationary employees.

## **II. POLICY**

Employee probationary periods are served after initial hire and/or upon promotion. Probationary periods shall be six (6) months for civilian employees. However those employees assigned to [technical positions](#), or other positions as designated by the Superintendent, shall serve a one (1) year probationary period. Capitol Police Section Officers, Motor Carrier Inspectors and ISP police employees shall also serve a one (1) year probationary period.

Employees (except Probationary Troopers) who are subject to a one (1) year probationary period, either through initial hire or promotions, shall be subject to a six (6) month review midway through the period utilizing the applicable probationary report. Commanders shall submit the necessary probationary period reports as outlined in this procedure.

## **III. PROCEDURE**

### **A. Civilian employees, Capitol Police Section (CPS) Officers, Motor Carrier Inspectors (MCI) and ISP Police employees: Processing Probationary Period Reports.**

1. The Deputy Commander of the Human Resources Division shall electronically forward applicable Probationary Period Reports to the appropriate commanders not less than 60 days prior to the six (6) month review or the end of the probationary period.
2. The immediate supervisor of the probationary employee shall provide a written narrative of the employee's progress in the job and recommend one of the following:
  - a. Satisfactory Progress (used only at the six (6) month review)
  - b. Improvement Needed (used only at the six (6) month review)
  - c. Probation Extension (not to exceed the maximum original probationary period)
  - d. Permanent Appointment/Rank
  - e. Dismissal
3. Intermediate Commanders shall also make recommendations until the form reaches the Superintendent.
4. The Superintendent shall take the necessary and appropriate action and forward a decision to the Human Resources Division.

5. The Human Resources Division will notify the employee of their probationary status based on the decision of the Superintendent.

B. Probation Period Extensions for Trooper, CPS, Motor Carrier Inspector and Civilians shall be made for the same length of absence as described below:

1. Probationary Trooper – Probation Periods shall be extended during Phase III (FTO Period) under the following conditions:
  - a. A leave of absence in excess of 21 consecutive days
  - b. A leave of absence in excess of 30 cumulative days during the probationary period, excluding regular days off
2. CPS Officer – Probation Periods shall be extended after beginning the FTO Period under the following conditions:
  - a. When absent for 21 or more consecutive days
  - b. When absent in excess of 30 cumulative days during the Probation Period.
  - c. Following completion of the ILEA Basic course (if applicable), for the length of the training
3. Motor Carrier Inspector – Probation Periods shall be extended after beginning the FTO Period under the following conditions:
  - a. A leave of absence in excess of 21 consecutive days
  - b. A leave of absence in excess of 30 cumulative days during the probationary period, excluding regular days off
4. Civilian – Probation Periods shall be extended due to the following:
  - a. A leave of absence in excess of 21 consecutive days
  - b. A leave of absence in excess of 30 cumulative days during the probationary period, excluding regular days off

C. ISP Police employees (Probationary Troopers)

1. Probationary Officer Monthly Observation Reports.

The Field Training Officer Coordinator shall complete and forward the reports electronically, through channels, to the appropriate Zone Commander, who shall endorse and forward the reports back to the employee's District of assignment for retention.

2. Processing Probationary Period Reports

a. The Deputy Commander of the Human Resources Division shall electronically forward Probationary Period Reports to the appropriate commanders not less than 60 days prior to the end of the probationary period. A six (6) month Probationary Period Report shall not be completed.

b. The immediate supervisor of the Probationary Trooper shall provide a written narrative of the employee's progress in the job and recommend one of the following:

- (1) Probation Extension (not to exceed one (1) year);
- (2) Permanent Appointment/Rank; or
- (3) Dismissal.

c. Intermediate Commanders shall also make recommendations, through channels, to the Chief of Staff, who shall make the final recommendation to the Superintendent.

d. The Superintendent shall take the necessary and appropriate action, obtain approval of the State Police Board and forward a decision to the Human Resources Division.

e. The Human Resources Division will notify the Probationary Trooper of their probationary status based on the decision of the Superintendent.

3. In accordance with the provisions of [HMR-014](#), Performance Appraisal Reports shall also be completed on all Probationary Troopers.

D This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.