



ADMINISTRATIVE MANUAL

ADM-290 – EMPLOYMENT PROBATION

Amends/Supersedes: ADM-290 (04/19/2018)

Date of Issue: 02/05/2024

I. POLICY

- A. Probation is a period of time during which an employee must meet prescribed objectives in order to continue employment with the Department (see [PAM 400 Employee Status](#)).
- B. Each employee of the Department is required to serve an employment probation period for a prescribed time following the employee's date of hire with the City of Newport News. The purpose of this probationary period is to enable supervisors and management to assess each employee's adjustment to the work situation and to assess the employee's potential for satisfactory performance if appointed to regular status.

II. PROCEDURE

A. Probationary Period

- a. The employment probation period for police officers and public safety specialists hired is eighteen months unless they are hired with a valid Virginia Department of Criminal Justice Services (DCJS) law enforcement officer or dispatcher certification. In those cases, the probationary period is twelve months.
- b. Officers/specialists reinstated with a break in service of less than six months and who had been appointed to regular status will not be required to serve another employment probationary period.
- c. Individuals promoted to or transferring to the position of a police officer from other city positions must meet the requirements of an employment probation period, except they do not lose benefits already allowed concerning issues such as grievance rights and tuition reimbursement. (See also: [PAM 315 Re-Employment of Retirees and Former Employees Policy](#))
- d. The employment probation period for civilian personnel, except for non-certified public safety specialists, is 12 months.

B. Probation During Academy

- 1. Employees attending the department's Basic Law Enforcement or Basic Telecommunicator Academy are subject to the rules and regulations established by the Department of Criminal Justice Services (DCJS). Successful completion of all mandatory training objectives and competencies is a standard for continued employment. Academy staff will document all attendance, testing, performance evaluations and remedial training as prescribed by the DCJS and department policy.
- 2. When an academy attendee is unable to meet DCJS requirements for graduation, notification is made to the Chief of Police through the probationary employee's chain of command. Unless a DCJS waiver is obtained, the separation process is initiated.

C. Probationary Evaluation

[35.1.3]

1. Schedule of Evaluations

- a. When police officers and public safety specialists enter the communications/field training phase, probationary employee performance is continuously documented per [OPS-250 Field Training Programs](#) and [COM-510 New Hire Training Program](#). Once these programs are completed:
 - 1) Police officers are evaluated monthly until the conclusion of their probationary period.



- 2) Public safety specialists are evaluated quarterly until the conclusion of their probationary period.
2. During their probationary period, civilian employees are evaluated quarterly, except during the academy and communications training phase.
- D. Documentation Requirements
 1. Monthly and quarterly probationary evaluations are completed per [ADM-295 Performance Evaluations](#).
 2. If, during their probationary period, there are concerns regarding an employee's ability to meet the standard for the position, supervisors must document the specific concerns they observed and counseling/training provided to address those concerns.
- E. Separation Procedures
 1. If the employee fails to qualify for regular placement at the end of the normal probationary period, the employee may be terminated. Supervisors who recommend separation before the employee completes their probation must notify the employee's chain of command and provide supporting documentation that shows the employee's performance does not meet the standard requirements and steps taken to counsel/train the employee. The recommendation must be submitted before the employee's probationary period ends, with sufficient time for the chain of command and Human Resources personnel to review the documentation.
 2. In unusual circumstances, the employee's supervisor may recommend an extension of the probationary period. Such extension requires approval through Departmental channels by the Chief of Police and the City Human Resources Department Director. Extensions of probation will extend for no more than three months.
 - a. During the probationary period extension, the employee will be counseled and evaluated at least monthly.
 - b. If the employee fails to qualify for regular appointment by the end of the extended probationary period or at any time during the extension, the employee's employment shall be terminated.
 3. An employee's employment may be terminated at any time during the probationary period for unsatisfactory performance or conduct, for failure to meet or maintain any other standards or qualifications, or for reasons of operating necessity, provided appropriate procedures are followed.
- F. Employees on employment probationary status are ineligible for certain employee benefits (see the 700 Section of the City Personnel Administrative Manual) and are ineligible to use the city's grievance procedure (see [ADM-225 Grievance Procedures](#)).

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