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**ADMINISTRATIVE DIRECTIVE – 113.007**  
**PROBATIONARY EMPLOYEE TRACKING SYSTEM (PETS)**

**EFFECTIVE DATE: June 15, 1996**  
**AFFECTS: All Personnel**

**REVISION DATE: December 13, 2019**

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**I. PURPOSE**

This Administrative Directive establishes and defines the procedures to be followed by department personnel who are responsible for contributing information concerning the evaluation and supervision of probationary employees.

**II. POLICY**

It is the policy of the Plano Police Department that all probationary employees shall be subject to a series of periodic evaluations to assess their performance of duty and their conduct during their probationary period. Information gained from the evaluations shall be utilized to determine if remedial interventions are needed to maximize the likelihood of retention with the department.

**III. DEFINITIONS**

- A. Employee – Sworn and civilian personnel permanently employed by the Plano Police Department full-time or part-time. Does not include personnel hired on a temporary basis or outside contractors.
- B. Non-sworn Employee – Any employee whose appointment to the department and whose continued employment with the department is not governed by local and state civil service law. A non-sworn employee is an "at will" employee, meaning the employee serves at the pleasure of the department and does not hold a property interest in the job, even after successful completion of the probationary period.
- C. PETS Coordinator – The Professional Standards Unit Sergeant who shall be responsible for the overall supervision and management of the Probationary Employee Tracking System.
- D. Probationary Employee – An employee serving in a probationary status. Includes initial appointment, promotion within the department (non-sworn employees only), and transfer within the department (non-sworn employees only). A probationary employee is an "at will" employee and serves at the pleasure of the department. Every probationary employee must successfully complete his or her probationary period to continue employment within the Department.
  - 1. Non-sworn employees serve a probationary period of six months from the date of employment or date of assignment to a new job classification. In unusual circumstances, the Chief of Police may extend the non-sworn probationary period for an individual employee.
  - 2. Employees appointed to a sworn position in the police department must serve a probationary period of one year beginning on that person's date of employment as a police officer or recruit. The probationary period shall be extended for the period of time that the employee attends a Basic Peace Officer Course (BPOC) necessary for initial licensing by the Texas Commission on Law Enforcement, but in no event shall the period be extended longer than six (6) months.
- E. Sworn Employee – Any employee whose appointment to the department and whose continued employment with the department is governed by local and state civil service law.

**IV. PROCEDURES**

- A. Probationary Employee Performance Report (FM605.002)
  - 1. Probationary Employee Performance Reports shall be completed as follows.
    - a. Non-sworn employee

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- (1) Initial Appointment: The employee's immediate supervisor shall complete a performance report every week for the employee's first eight weeks of service and every month thereafter for the remainder of the probationary period.
    - (2) Promotion or transfer within the department: The employee's immediate supervisor shall complete monthly performance reports throughout the probationary period.
  - b. Sworn employee  
The employee's immediate supervisor shall complete a Weekly/Monthly Observation Report, FM608.005 (see PPD Field Training Manual) every week for the employee's first eight weeks following field training and every month thereafter for the remainder of the probationary period.
  2. Supervisors shall actively evaluate whether the probationary employee's conduct and performance meets the expected standards and requirements of the position. As an aid to the evaluation process, the supervisor completing the report shall maintain personnel performance notes on the probationary employees under his/her authority. Those notes shall be attached to the completed evaluation.
  3. In determining the level of performance for each rating dimension, the supervisor completing the report shall compare the employee's performance to a list of standardized evaluation guidelines as developed by Department staff.
  4. Completed reports shall be discussed with the employee, and the employee will be given the opportunity to attach their written comments to the report.
  5. The employee shall be asked to sign the completed report.
    - a. The employee's signature is merely an indication that the employee has read the report and discussed it with the person completing it. The employee's signature does not necessarily indicate agreement with the contents of the report.
    - b. Refusal to sign the report shall be noted on the report by the supervisor completing the report.
  6. A copy of the report shall be provided to the employee. The original report shall be forwarded via chain of command to the PETS Coordinator (if a non-sworn employee) or to the Training Lieutenant (if a sworn employee). A copy of the sworn employee evaluation shall be forwarded to the PETS Coordinator.
  7. A training file shall be maintained on each probationary employee. At the end of the probationary period, the training file shall be forwarded to the Training Unit where the files are maintained.
  8. Supervisors completing Probationary Employee Performance Reports shall be aware that certain information contained in the reports may be subject to release through open records requests.
- B. Probation Summary Meeting
1. A minimum of eight (8) weeks prior to the end of the employee's probationary period, the PETS Coordinator shall convene a Probation Summary meeting. In lieu of a meeting or in order to accommodate different shifts, correspondence may occur through e-mail.
    - a. For non-sworn employees, the meeting or correspondence shall include the employee's the employee's immediate supervisor, and any other supervisor in the employee's chain of command, up to and including the Assistant Chief of Police or the Administrative

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Services Bureau Manager, if any. If the employee was transferred during the probationary periods, the prior chains of command shall be included. The employee's training employee(s) may be included at the discretion of the PETS Coordinator.

- b. For sworn employees, the meeting or correspondence shall include the, the employee's immediate supervisor, and any other supervisor in the employee's chain of command, up to and including the division commander, if any. If the employee was transferred during the probationary periods, the prior chains of command shall be included.
    - c. The employee's division Deputy Chief or Manager shall chair the meeting.
  2. The purpose of the Probation Summary meeting is to discuss the probationary employee's performance of duty and their conduct throughout the probationary period.
  3. The PETS Coordinator shall prepare a written summary of the meeting.
    - a. The summary shall include a report of all significant performance and conduct of the employee, whether positive or negative, during the probationary period.
    - b. The summary shall conclude with a recommendation as to whether the employee should (a) be granted permanent status, (b) be granted an extension of the probationary period (non-sworn employees only), or (c) be terminated from employment with the Department.
  4. The PETS Coordinator shall forward the summary report, along with the employee's training file, to the employee's Assistant Chief of Police or Administrative Services Bureau Manager no later than fifteen (15) days prior to the end of the probationary period.

**C. Responsibilities**

1. Field Training Officer/Immediate Supervisor
  - a. Maintain personnel performance notes as appropriate for each probationary employee.
  - b. Complete performance evaluation reports as scheduled (see above) and forward via chain of command.
  - c. Provide remedial training as necessary to correct any deficiencies noted during the rating period.
  - d. Document in performance evaluation reports all remedial training provided.
  - e. Immediate supervisors shall complete and submit summary reports to the PETS Coordinator no later than thirty (30) days prior to the end of the probationary period.
2. Upper-Level Supervisors
  - a. Review and initial performance evaluation reports.
  - b. Forward reports to the proper authority (see above) in a timely manner.
3. Training Lieutenant
  - a. Maintain training files as appropriate.
  - b. Make available training files to the PETS Coordinator during the summary meeting.
  - c. Inform PETS Coordinator of probationary employee's work/assignment schedules.
  - d. Forward copy of probationary employee's evaluations/notes to PETS Coordinator.
4. PETS Coordinator
  - a. Convene summary meetings in a timely manner.

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b. Submit summary reports in a timely manner.

**D. Unsatisfactory Performance Requiring Dismissal of Employee**

1. Unsatisfactory performance can occur at any time within the probation period. Performance and conduct issues shall be addressed with the employee by the field training officer or supervisor in a timely manner and corrective measures taken to improve the performance of the probationary employee. However, in the event that a probationary employee is unable to correct his or her deficiencies and still performs at an unsatisfactory level, or is unable to serve his or her full probationary period, the employee shall be dismissed from the Department for failing to successfully complete the probation period.
  - a. Generally, a probationary employee who commits policy infractions or misconduct that merit discipline at or above a suspension shall not be retained by the Department.
  - b. Prior to the dismissal of a probationary employee, a department head/division manager shall consult with the PETS Coordinator and Human Resources. A decision to dismiss a probationary employee shall be initiated with a Notice of Proposed Dismissal (memorandum) and include the employee's option to respond to the department head within two (2) business days.
    - (1) City of Plano Policy 203 governs non-sworn probationary employees.
    - (2) Sworn employees shall be governed by departmental policies, and state and local Civil Service rules and regulations.

**E. Appeal Rights**

1. An employee who is dismissed during the initial probationary period does not have any appeal rights, but his or her response (as stated in this directive) shall allow the employee an opportunity to be heard in a predetermination meeting with the department head or designee. This restriction also applies to an employee whose initial probationary period is extended as explained in this directive.
2. The department head will make the final decision as to the dismissal.

**F. File Storage**

1. Training files for employees who have been granted permanent status shall be retained by the Training Unit.
2. Training files for separated employees shall be forwarded to the City's Human Resources Department.