

**General Order 32.7 - Selection** 

**PURPOSE:** Define the use of probationary periods for new employees.

DATE OF APPROVAL: 5/26/22 DATE OF ISSUE: 5/26/22 EFFECTIVE DATE: 5/26/22 REVIEW DATE: Annual AMENDS: 32.7 Approved 4/4/94 THIS ORDER CANCELS: ISSUED BY: Sheriff Jeffrey T. Easter REVIEWED BY: Policy Review Committee

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INDEX AS: <u>32.7.1 Length of Probationary Period</u> <u>32.7.2 Open</u> <u>32.7.3 Assignment of Probationary Employees</u> <u>32.7.4 Performance Appraisal and Probationary Period</u> <u>32.7.5 Open</u>

## **32.7.1 LENGTH OF PROBATIONARY PERIOD**

A. All probationary employees shall serve a twelve - (12) month probationary period and complete appropriate training before being granted non-probationary status.

## 32.7.2 OPEN

## 32.7.3 ASSIGNMENT OF PROBATIONARY EMPLOYEES

A. The sheriff may place probationary employees in any assignments, temporary or permanent, for what best meets the needs of the department.

## 32.7.4 PERFORMANCE APPRAISAL AND PROBATIONARY PERIOD

A. The work performance of each probationary employee shall be evaluated to determine if minimum standards are being met.

32.7.5 OPEN