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	Probationary Period for New Officers		Page 1 of 2
	Issued By: Chief Michael Cox		 CALEA Standards 32.2.10
Effective: 07/01/2000	Updated: 10/9/2020		
Last Reviewed: 05/05/2023			

I. Purpose

The purpose of this order is to establish policy and procedure governing the length of the probationary period for newly hired police officers as well as to describe the system used to evaluate them.

II. Policy

It is the policy of the Ann Arbor Police department that all new police officer hires are made on a probationary basis. The probationary period shall begin on the day the employee begins the Ann Arbor Police Department In-House Academy and ends one year from the original hire date, unless extended by the Chief of Police. Probation may be extended for up to six months.

The department will closely monitor recruit and probationary officers' performance prior to them earning permanent status.



III. Definitions

- A. Recruit Officer – A newly hired police officer selected to attend either a State of Michigan certified Police Academy or the Ann Arbor Police In-House Academy. A recruit officer has no police powers. Therefore, a recruit officer may not make an arrest except in those situations when a private citizen is permitted to do so. A recruit officer is not permitted to carry a firearm except for authorized training.
- B. Probationary Officer - Refers to an officer who is state certified and who has been sworn in by taken the oath of office.

IV. Probationary Status

- A. Probationary employees will not earn permanent status until they receive Michigan Commission on Law Enforcement Standards (M.C.O.L.E.S) certification, successfully complete the Ann Arbor Police Department's In-House Academy, the Field Training Officer Program, and completed the probationary period.
- B. Probationary officers who have their entry level training delayed because of special assignments may have their probationary period extended at the discretion of the Chief of Police. Extension of probationary periods for the purpose of special assignments is not to be viewed in a negative manner.

V. Evaluations

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- A. Field Training Officer evaluations are covered in [P&P 033-009](#).
- B. When an officer has successfully completed step four of the Field Training Officer Program, they will receive Ann Arbor Police Department Performance Evaluations monthly for the remainder of their probationary period.
- C. Once probationary officers complete the Field Training Officer Program, they will be assigned to a specific sergeant who will have supervisory and evaluation responsibilities.
- D. A probationary officer who does not immediately begin the Field Training Officer Program will receive a monthly evaluation by their assigned supervisor.