

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

November 29, 2017

SUBJECT: PROBATIONARY SERVICE RATING REPORTS - REVISED

PURPOSE: The purpose of this Order is to revise Department Manual Section 3/760.40, *Probationary Service Rating Reports*, to reflect current Field Training Manual Procedures and California Commission on Peace Officer Standards and Training requirements.

PROCEDURE: Department Manual Section 3/760.40, *Probationary Service Rating Reports*, has been revised and is attached with the revisions indicated in italics.

AMENDMENT: This Order amends Section 3/760.40 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in blue ink, appearing to read 'Charlie Beck', is written over the printed name and title.

CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"

DEPARTMENT MANUAL
VOLUME III
Revised by Special Order No. 13, 2017

760.40 PROBATIONARY SERVICE RATING REPORTS. Probationary service rating reports shall be completed as follows:

Captains and Above. A Performance Evaluation Report – Captains and Above, Form 01.33.00, shall be completed for each officer in the rank of captain and above every three months during *his or her* probationary period.

Lieutenants. A Standards Based Assessment – Lieutenant and Below, Form 01.87.00, shall be completed each month during the probationary periods of all lieutenants.

Sergeants. The Probationary Sergeant Performance Checklist, Form 01.87.04, shall be completed for probationary sergeants. Watch commanders shall evaluate performance on an ongoing basis and regularly document the progress on the Checklist. Each probationary sergeant must complete the training by being signed off as “Competent” in all the Checklist tasks by the end of each probationary sergeant’s six-month probationary period.

Detectives. The Probationary Detective Performance Checklist, Form 01.87.05, shall be completed for probationary detectives. Detective supervisors shall evaluate performance on an ongoing basis and regularly document the progress on the Checklist. Each probationary detective must complete the training by being signed off as “Competent” in all the categories and tasks by the end of the six-month probationary period.

Note: If a probationary period is interrupted for another assignment (e.g., detectives and sergeants), the employee shall complete all Checklist task items and *his or her* six-month period before the probation is deemed complete.

Entry-level Probationary Police Officers. A Probationary Police Officer Weekly Evaluation Report (*PPOWER*), Form 01.78.01, shall be completed for each entry-level probationary police officer who has completed the recruit phase of training.

During *the Structured Field Training Program Period (SFTPP)*, each probationary police officer shall be rated weekly on the *PPOWER*. During the *Final Probationary Period*, no ratings are required.

Note: When the commanding officer of a probationary police officer extends *the SFTPP*, probationary ratings shall be continued on a weekly basis until the probationary police officer is passed to *the Final Probationary Period*.

Only **actual observed performance** shall be evaluated. Field training officers and supervisors are not obligated to rate every function delineated on the *PPOWER*. *The Probationary Police Officer Daily Observation Report*, Form 01.78.11, shall have documentation to explain any rating given below the “Standard” level of performance.

Civilian Employees. An Employee Evaluation Report, Form PDAS-28E, shall be used to record evaluations for entry-level civilian employees. A Supervisory Evaluation Report, Form PDAS-28S, may be used to record evaluations for newly promoted civilian employees promoted to a line supervisory position (refer to Department Manual Section 3/135).