

# OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 1

January 21, 2019

**SUBJECT: UNSATISFACTORY PERFORMANCE OF A PROBATIONARY POLICE OFFICER – REVISED; WEEKLY PROBATIONARY OFFICER CHECKLIST, FORM 01.78.22 – ACTIVATED; AND, PROBATIONARY OFFICER UNSATISFACTORY RATING CHECKLIST, FORM 01.78.23 – ACTIVATED**

**PURPOSE:** This Order revises Department Manual Section 3/760.50, *Unsatisfactory Performance of a Probationary Police Officer*, and creates a standardized Weekly Probationary Officer Checklist, Form 01.78.22, and a Probationary Officer Unsatisfactory Rating Checklist, Form 01.78.23, to ensure all ratings are properly documented and completed in a timely manner.

**PROCEDURE:**

- I. UNSATISFACTORY PERFORMANCE OF A PROBATIONARY POLICE OFFICER – REVISED.** Department Manual Section 3/760.50, *Unsatisfactory Performance of a Probationary Police Officer*, has been revised. Attached is the revised Department Manual section with the revisions indicated in italics.
- II. WEEKLY PROBATIONARY OFFICER CHECKLIST – ACTIVATED.** The Weekly Probationary Officer Checklist, Form 01.78.22, is activated.
  - A. Use of Form.** This form is used to document that all the requirements needed to complete a probationary rating have been completed.
  - B. Completion.** Field Training Officers, Field Supervisors, Probationary Coordinators are responsible for the completion of this form. The form shall be signed by the Area Training Coordinator upon completion.
  - C. Distribution.** The distribution for the checklist is as follows:
    - 1 – Original, Probationary Book, Area of assignment.
    - 1 – Rated employee.
    - 2 – TOTAL**
- III. PROBATIONARY OFFICER UNSATISFACTORY RATING CHECKLIST – ACTIVATED.** The Probationary Officer Unsatisfactory Rating Checklist, Form 01.78.23, is activated.
  - A. Use of Form.** This form is used to ensure that a Probationary Officer Unsatisfactory Rating has been properly documented.

January 21, 2019

**B. Completion.** The Field Training Officer and the Probationary Coordinator are responsible for the completion of this form. The form shall be signed by the Area Training Coordinator upon completion.

**C. Distribution.** The distribution for the checklist is as follows:

1 – Original, Probationary Book, Area of assignment.

1 – Rated employee.

**2 – TOTAL**

**Note:** The first “Unsatisfactory” rating shall be forwarded to Training Division within five calendar days. For any subsequent overall “Unsatisfactory” Probationary Police Officer Weekly Evaluation Reports (PPOWERS), Form 01.78.01, the Probationary Coordinator shall contact and forward a copy of the PPOWER to the Field Training Officer’s Unit, Training Division, within three calendar days of the review and signature of the probationary officer (refer to the Los Angeles Police Department Field Training Manual, dated December 2017).

**AMENDMENT:** This Order amends Section 3/760.50 of the Department Manual.

**FORM AVAILABILITY:** The Weekly Probationary Officer Checklist and the Probationary Officer Unsatisfactory Rating Checklist are available in E-Forms on the Department’s Local Area Network. A copy of the forms are attached for immediate use and duplication.

**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.



MICHEL R. MOORE  
Chief of Police

Attachments

DISTRIBUTION “D”

**DEPARTMENT MANUAL  
VOLUME III  
Revised by Administrative Order No. 1 , 2019**

**760.50 UNSATISFACTORY PERFORMANCE OF A PROBATIONARY POLICE OFFICER.**

**Supervisor's Responsibilities.** A supervisor assigned to monitor the training of a probationary police officer who is not progressing at a satisfactory level shall:

- Review the Probationary Police Officer *Daily Observation Report*, Form 01.78.11, and *ensure that* remedial training *is* given to the probationary police officer;
- Identify the probationary police officer's performance deficiencies and ensure that the necessary remediation is provided;
- Monitor the remediation provided and accurately document the probationary police officer's performance and progress; and,
- Coordinate with the supervisor assigned by Training Division (*TD*) to monitor the probationary police officer's progress.

**Area Commanding Officer's Responsibilities.** The probationary police officer's commanding officer has the primary responsibility of guiding the probationary police officer in correcting deficiencies. When *Area* commanding officers become aware that a probationary police officer under their command is performing in a manner that would warrant an "unsatisfactory" rating, they shall notify the Commanding Officer of *TD*, in addition to initiating a remediation program at the *Area* for the probationary police officer.

The Area commanding officer shall ensure that a copy of the unsatisfactory Probationary Police Officer Weekly Evaluation Report, Form 01.78.01, is forwarded to *the Field Training Officer Unit (FTOU)*, *TD*, within **five calendar** days of serving the probationary police officer, and:

- *Any subsequent unsatisfactory ratings shall be forwarded to TD within three calendar days;*
- Assign a supervisor, other than the field training sergeant, to monitor the training of the probationary police officer;
- Ensure that the probationary police officer assigned to the field receives compensation when attending directed remediation, when necessary;
- Ensure that the monitoring continues, and the probationary police officer's performance is properly documented until the progress is at a satisfactory level; and,
- Following remediation, ensure that termination proceedings are initiated, if the probationary police officer's performance continues to be unsatisfactory.

**Note:** Remedial training **should** be completed during a probationary police officer's regular work schedule. However, in the event that he or she is required to attend remedial training outside his or her regular work schedule, overtime compensation **shall** be provided.

**Training Division-Responsibilities.** *Upon completion of the Field Training Program, the Commanding Officer, TD, shall ensure that a Field Training Critique Form, Form 01.78.13, has been completed. In addition, when notified that a probationary police officer is performing*

**DEPARTMENT MANUAL  
VOLUME III  
Revised by Administrative Order No. 1, 2019**

unsatisfactorily, the Commanding Officer, *TD*, shall ensure that a member of his or her command:

- Interviews the employee;
- Attempts to ascertain the problems underlying the employee's unsatisfactory performance; *and*,
- Provides remedial training when appropriate.

## WEEKLY PROBATIONARY OFFICER CHECKLIST

Probationary Officer: \_\_\_\_\_ Serial No.: \_\_\_\_\_ Area: \_\_\_\_\_

Period Covered: From \_\_\_\_\_ to \_\_\_\_\_

### Field Training Officer Responsibilities:

- This rating was turned in on time [no later than End Of Watch (EOW) on last day of the rating period].
- The rating has the correct rating period dates.
- The Daily Observation Reports (DOR), Form 01.78.11, were completed and served to the probationary officer in a timely manner. (No later than next working day. A minimum of two daily entries are required).
- The DORs are specific and address a marked (1), (2) or (NRT) on the Probationary Police Officer Weekly Evaluation Report (PPOWER), Form 01.78.01.
- There is an entry for all seven days (account for RDOs/SK/Training Days).
- The rating has the performance categories listed for the entries on days worked.
- All entries are initialed and dated by the probationary officer.
- All entries have the date the entry was completed.
- All entries for each workday are signed and dated by the Field Training Officer (FTO) and include his or her serial number.
- The PPOWER is completed and signed by the FTO (no later than EOW on last day the probationary officer is working during the rating period).
- The rating has the correct total for minutes of remediation.
- The rating pages are properly numbered.
- The daily entries include the correct headings: (Incident/Task, Intervention, Training/Remediation, and Response).

FTO Signature: \_\_\_\_\_ Serial No.: \_\_\_\_\_ Date: \_\_\_\_\_

### Field Supervisor Responsibilities:

- The rating has a Supervisor's Weekly Report (SWR), Form 01.78.16.
- The supervisor signed the PPOWER and corresponding SWR (no later than EOW on last day of rating period).
- Ensure all entries are correctly signed and dated by the FTO and probationary officer.

Field Supervisor Signature: \_\_\_\_\_ Serial No.: \_\_\_\_\_ Date: \_\_\_\_\_

### Probationary Coordinator Responsibilities:

- The Probationary Integrity Checklist, Form 01.78.12, is completed properly, and reason for early/late rotation, if any, is documented.
- The PPOWER, DORs, and SWR are correctly signed and dated by the FTO, probationary officer, and supervisor.
- The probationary officer was served the rating within 7 calendar days after the rating period or on the first day he or she returned to work if he or she was off on the 7th day. (Attach a copy of the probationary officer's work schedule)
- Was the rating Unsatisfactory? If yes, complete the Probationary Officer Unsatisfactory Rating Checklist, Form 01.78.23.

Probationary Coordinator's Signature: \_\_\_\_\_ Serial No.: \_\_\_\_\_ Date: \_\_\_\_\_

### CHECKLIST APPROVED BY COMMANDING OFFICER:

Area Training Coordinator's Signature: \_\_\_\_\_ Serial No.: \_\_\_\_\_ Date: \_\_\_\_\_

Commanding Officer's Signature: \_\_\_\_\_ Serial No.: \_\_\_\_\_ Date: \_\_\_\_\_

## PROBATIONARY OFFICER UNSATISFACTORY RATING CHECKLIST

Probationary Officer: \_\_\_\_\_

Serial No.: \_\_\_\_\_

Area: \_\_\_\_\_

### Unsatisfactory PPOWERS

<b>1st Unsatisfactory PPOWER</b>	<p>Period Covered: _____</p> <p>From: _____ To: _____</p> <p>Field Training Officer's Name and Serial No.: _____</p> <p><input type="checkbox"/> Contacted and forwarded a copy of the Probationary Police Officer Weekly Evaluation Report (PPOWER) to the Field Training Officer Unit (FTOU), Training Division (TD), <b>within five calendar days of review and signature of the probationary officer</b> (Department Manual 3/760.50).</p> <p>Probationary Coordinator's Signature: _____</p> <p>Serial No.: _____ Date: _____</p> <p>Commanding Officer's Signature: _____</p> <p>Serial No.: _____ Date: _____</p>
<b>2nd Unsatisfactory PPOWER</b>	<p>Period Covered: _____</p> <p>From: _____ To: _____</p> <p>Field Training Officer's Name and Serial No.: _____</p> <p><input type="checkbox"/> Contacted and forwarded a copy of the PPOWER to the FTOU, TD, <b>within three calendar days of review and signature of the probationary officer</b>. The Area is responsible for providing remediation to the probationary officer (If the Area remediation is not effective, formal remediation shall be requested to TD via an Intradepartmental Correspondence, Form 15.02.00).</p> <p><input type="checkbox"/> Scheduled interview with FTOU, TD, staff and probationary officer.</p> <p>Probationary Coordinator's Signature: _____</p> <p>Serial No.: _____ Date: _____</p> <p>Commanding Officer's Signature: _____</p> <p>Serial No.: _____ Date: _____</p>
<b>3rd Unsatisfactory PPOWER</b>	<p>Period Covered: _____</p> <p>From: _____ To: _____</p> <p>Field Training Officer's Name and Serial No.: _____</p> <p><input type="checkbox"/> Contacted and forwarded a copy of the PPOWER to the FTOU, TD, <b>within three calendar days of review and signature of the probationary officer</b>.</p> <p><b>Note:</b> Refer to the Field Training Program Manual for further instructions on the appropriate next steps concerning unsatisfactory ratings.</p> <p>Probationary Coordinator's Signature: _____</p> <p>Serial No.: _____ Date: _____</p> <p>Commanding Officer's Signature: _____</p> <p>Serial No.: _____ Date: _____</p>