

**OFFICE OF THE CHIEF OF POLICE**

**ADMINISTRATIVE ORDER NO. 14**

**June 25, 2018**

**SUBJECT: UNSATISFACTORY PERFORMANCE OF AN ENTRY-LEVEL PROBATIONARY EMPLOYEE – RENAMED AND REVISED**

**PURPOSE:** Due to the rigorous and dynamic nature of the Field Training Program, entry-level probationary police officers may, at times, be directed to participate in remediation. When feasible, remedial training should be scheduled during regular work hours. However, should training during off-hours be necessary, probationary police officers shall be compensated for such training, per the Fair Labor Standards Act (FLSA).

**PROCEDURE:** Department Manual Section 3/760.50, *Unsatisfactory Performance of an Entry-Level Probationary Employee*, has been renamed as *Unsatisfactory Performance of a Probationary Police Officer*. Attached is the revised Department Manual Section, with the revisions indicated in italics.

**AMENDMENT:** This Order amends Section 3/760.50 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.



CHARLIE BECK  
Chief of Police

Attachment

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VOLUME III  
Revised by Administrative Order No.14, 2018**

**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 remedial training 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 supervisors assigned by Training Division and Personnel Division to monitor the probationary police officer's progress.

**Commanding Officer's Responsibilities.** *The probationary police officer's commanding officer has the primary responsibility of guiding the probationary police officer in correcting deficiencies. Training Division and Personnel Division shall be involved in those efforts. When 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 Officers for both Training Division and Personnel Division, in addition to initiating a remediation program at the division 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 Personnel Division within five (5) administrative working days of serving the probationary police officer, and:

- 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.** When notified that a probationary police officer is performing unsatisfactorily, the Commanding Officer, Training Division, shall ensure that a member of his or her command:

- Interviews the employee;

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