

OFFICE OF OPERATIONS

NOTICE
11.2

March 15, 2022

TO: All Office of Operations Personnel

FROM: Director, Office of Operations

SUBJECT: PROBATIONARY DETECTIVE PERFORMANCE CHECKLIST –
REMINDER

The purpose of this Notice is to remind personnel of existing policies and procedures requiring Area detective supervisors to complete the *Probationary Detective Performance Checklist*, Form 01.87.05. The checklist establishes specific measures of performance to assess and guide probationary detectives' daily performance.

Recently, Audit Division evaluated Departmental conformance with policies and procedures relating to the *Probationary Detective Performance Checklist*. The audit identified concerns with the checklist such as incorrect completion dates, missing signatures and the absence of checklist copies in employee personnel files.

To ensure proper documentation of the *Probationary Detective Performance Checklist*, Form 01.87.05, the following requirements shall be met:

- Once the checklist is completed, issue a copy to the employee, place an additional copy in their divisional file, and forward the original to Personnel Division;
- Document the accurate completion date(s) on page 1 of the checklist;
- Ensure the "Date Probation Ends" is correctly documented, six-months from the probationary detective's date of promotion; and,
- Ensure required signatures on page 15 of the checklist are applied.

As a reminder, personnel shall adhere to Department Manual 3/760.40, *Probationary Service Rating Reports*. Detective supervisors shall evaluate performance on an ongoing basis and regularly document progress on the checklist. The checklist is accessible in E-Forms on the Department's Local Area Network (LAN).

If you have any questions or require additional information, please contact the Inspections Unit, Office of Operations, at (213) 486-6960.



BEATRICE M. GIRMALA, Assistant Chief
Director, Office of Operations

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