

	DELMAR POLICE DEPARTMENT	
	Policy 4.2 Appointment and Probation	
	Effective Date: 01/01/15	Replaces: N/A
	Approved: <u>Ivan Barkley</u> Chief of Police	
	Reference: N/A	

I. POLICY

The Delmar Police Department is committed to ensuring the standards of the department are maintained and that the people of our town are served by a competent and professional police department.

II. PURPOSE

To provide for a systematic process for the appointment of Sworn and Non Sworn personnel.

III. PROCEDURES FOR SWORN PERSONNEL

- A. Applicants that have successfully completed the hiring process and have been approved for hire will complete the following steps prior to being retained as full time police officers.
 1. The applicant will meet with the Chief of Police and determine a starting date as a probationary police officer.
 2. On the day selected for employment, the probationary police officer will report to Town Hall and meet with the Human Resource Manager for completion of all initial paperwork and insurance forms.
- B. Upon completion of the initial processing with the Human Resource Manager, the probationary police officer will report to the Patrol Division Commander where they will be issued the appropriate equipment and an identification card. The new police officer shall sign for the issued equipment.
- C. The new employee shall be issued a complete and up to date copy of the Delmar Police Department Policy Manual and the Police Officers Field Training Guidebook.
- D. The Chief shall set a time and place where the probationary police officer shall swear the Oath of Office. The probationary police officer must take and sign the Oath of Office before performing any law enforcement duties.
- E. The Patrol Commander shall assign the probationary police officer to an initial police field training officer to begin the Police Officer Field Training Program. The

probationary police officer will work the same hours and days off as the police field training officer.

- F. The probationary police officer must possess a valid Maryland Police and Corrections Training Commission (MPCTC) certification card before performing any law enforcement functions in Maryland, and be certified by the Delaware Council on Police Training (COPT) before performing any law enforcement functions in Delaware. If a probationary police officer candidate begins work before attending a basic academy and obtaining certifications, he or she shall perform non-police duties only and shall accompany experienced officers as an observer only.

IV. PROCEDURES FOR COMMUNICATIONS OPERATOR & OTHER NON-SWORN PERSONNEL

- A. Communications operator applicants that have successfully completed the hiring process and have been approved for hire will complete the following steps prior to being retained as full time employees.
 - 1. The applicant will meet with the Chief of Police and determine a starting date as a probationary communications operator.
 - 2. On the day selected for employment, the probationary communications operator will report to Town Hall and meet with the Human Resource Manager for completion of all initial paperwork and insurance forms.
- B. Upon completion of the initial processing with the Human Resource Manager, the probationary communications operator will report to the communications office where they will be issued any necessary equipment for their job assignment and an identification card. The probationary communications operator shall sign for any issued equipment.
- C. The probationary communications operator shall, for training purposes, be issued a complete and up to date copy of the Delmar Police Department Policy Manual.
- D. The probationary communications operator will be assigned to a communications training operator. The probationary communications operator shall work the same hours and have the same days off as the communications training operator.
- E. Sections A and B (immediately above) shall apply to all other non-sworn probationary employees in the department. These employees will be issued a complete and up to date copy of the Delmar Police Department Policy Manual. They will be assigned to another employee for training as required and shall receive training in department operations, personnel rules, and departmental philosophy relating to their respective position or assignment.

V. PROBATION

- A. All new employees are on probation for a period determined by the position they hold. Non-sworn personnel are on probation for six (6) months from the date of their

employment. All newly-hired police officers shall be considered on probation for one (1) year from the date of hire. The same probationary period applies to officers hired through lateral entry.

- B. A probationary employee may be released from employment at any time during their probationary period for any reason. Supervisors who believe a probationary employee's job performance is unsatisfactory should provide evidence of the unsatisfactory performance to their respective division commander. If the division commander agrees with the reporting supervisor, the division commander will meet with the Chief of Police and present all the evidence to support the recommended action.
- C. Probationary police officers will be rated as required by the Police Field Training Officer Program until the probationary officer satisfactorily completes the program and is released to limited supervision. After completion of the Police Field Training Officer Program, probationary police officers shall be evaluated by their supervisor using the designated employee evaluation form at the six (6) month and nine (9) month anniversary dates from employment. Two (2) weeks prior to the one (1) year anniversary of a probationary police officer, the supervisor shall complete and forward a final evaluation form to the respective division commander recommending the employee be retained or terminated. If the recommendation is for termination, the division commander shall document the specific work related performance that is deficient. The work performance of each probationary police officer shall be evaluated using valid, non-discriminatory procedures.
- D. Probationary communications operators will be rated as required by the Communications Training Operator Program until the probationary communications operator completes the program and is released to limited supervision. After completion of the Communications Operator Training Program, probationary communications operators shall be evaluated by their supervisor two (2) weeks prior to the six (6) month anniversary of the probationary communications operator. The supervisor shall complete and forward a final evaluation form to the respective division commander recommending the employee be retained or terminated. If the recommendation is for termination, the division commander shall document the specific work related performance that is deficient. The work performance of each probationary communications operator shall be evaluated using valid, non-discriminatory procedures.
- E. Other probationary employees will be evaluated by their supervisor two (2) weeks prior to their six (6) month anniversary. Their supervisor shall complete and forward a final evaluation form to the respective division commander recommending the employee be retained or terminated. If the recommendation is for termination, the division commander shall document the specific work related performance that is deficient. The work performance of each probationary employee shall be evaluated using valid, non-discriminatory procedures.
- F. Prior to the end of the probationary period of any probationary officer, communications operator or employee, the Chief of Police shall review the performance evaluation. The Chief may approve their release from probationary status or discharge the employee for failure of probation.

G. Probationary employees who wish to protest their performance ratings have no grievance rights except to request an interview with the Chief of Police.