

CITY OF OAK POINT

DEPARTMENT OF PUBLIC SAFETY POLICE OPERATIONAL POLICIES and PROCEDURES

POLICY: 4.2 APPOINTMENT AND PROBATION

REVISED DATE: 11.05.13

POLICY

This Department is committed to ensuring the standards of the department are maintained and that the people of our city are served by a competent and professional police department.

I. PURPOSE

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

II. PROCEDURES FOR SWORN PERSONNEL

- A. Applicants that have been through 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 Director and determine a starting date.
 2. Prior to the day selected for employment, the applicant will report to the Department for completion of all initial paperwork and issuance of an Identification Card.
- B. Upon completion of the initial processing with City Personnel, the new employee will report back to the police department where they will be issued the appropriate equipment. The employee shall sign for the issued equipment.
- C. The new employee shall be issued a password and directions for the electronic copy of the General Orders and other Manuals and supplied with all memorandums as necessary.

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- D. The Director shall set a time and place where the new officer shall swear the Oath of Office before a public gathering. The new officer must take and sign the Oath of Office before performing any law enforcement duties.
- E. The Director shall also assign the new employee to a field training officer for initial Field Training. The new employee will work the same hours and days off as the Field Training Officer.
- F. The new officer must possess a valid Texas Peace Officer License before performing any law enforcement functions. If the officer begins work before attending a basic academy and obtaining a license, he or she shall perform non-police duties only and shall accompany experienced officers as an observer only.

III. PROBATION

- A. All newly-hired police officers shall be considered on probation for one year from the date of completion and release from Field Training. The same probationary period applies to officers hired through lateral entry.
- B. An 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 the Director for consideration at any time.
- C. Two weeks prior to the one year anniversary, the Sergeant shall complete and forward a final evaluation form to the Director recommending the employee be retained or terminated. If the recommendation is for termination, the supervisor 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.
- D. Prior to the end of the probationary period, the Director shall review the performance evaluation. The Director may approve their permanent appointment or discharge the employee for failure of probation.

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- E. Probationary employees who wish to protest their performance ratings have no grievance rights except to request an interview with the Director.

Approved: *M. Shackleford*
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