

GENERAL ORDER 32.2.1

Probation

GENERAL ORDER CROSS-REFERENCE: None

SUMMARY

Describes the Department's probation program.

DISCUSSION

None.

POLICY

I

All newly hired and promoted personnel shall be on probation for 12 months. The 12 month period can be extended by the Chief of Police. During this time the newly hired person may be discharged or the newly promoted employee demoted to former rank without cause.

II

While on probation, recruit officers must successfully complete training at the Oregon Police Academy (DPSST) and the State and Department required Field Training Program. It is the policy of the Springfield Police Department to terminate the probation of any officer failing to successfully complete either or both programs.

Non-police officers and newly promoted members shall be assigned a trainer appropriate to their new duties and shall begin the Department approved training for the position. This training must be completed prior to achieving regular status in the position.

III

Recruit police officers shall be assigned a field training officer who will complete performance evaluations in accordance with FTO program requirements while the recruit officer is in the field training program.

IV

At the end of the training program, the division commander shall submit a recommendation to the Chief of Police to either terminate the new employee's probationary period or move the employee's status from probationary to regular.

V

The Department shall attempt to schedule police officer recruits for academy training to ensure they will have a minimum of 6 months of their probationary period remaining following completion of their entry-level classroom training and before they are eligible for regular employee status.

Non-certified police officers and non-certified detention officers hired into the bargaining unit shall serve a probationary period of eighteen (18) months from the date of employment or twelve (12) months beyond the employee's date of graduation from the Academy, whichever is longer. In no case shall the probationary period be longer than twenty-four (24) months from the date of employment due to time spent at the academy.

Richard L. Lewis
Chief of Police