

## Probationary Employees

### **204.1 PROBATIONARY TERM**

The probationary period is considered an integral part of the examination, recruiting, testing, and selection process during which the agency will determine whether the employee is fit for the position.

All the original and promotional appointments shall be tentative and subject to a probationary period of actual and continuous service. The probationary period for sworn personnel is eighteen (18) months. The probationary period for lateral sworn personnel is (12) months. The probationary period for a sworn supervisor position is one (1) year. The probationary period for non-sworn employees is six (6) months, with the exception of the following classifications for which the probationary period is one (1) year: Public Safety Dispatcher and Supervisor; Public Safety Assistant and Senior Forensic Specialist I/II, Civilian Investigator I/II, and Police Recruit. Periods of time on paid or unpaid leave exceeding five days (consecutive or not) shall automatically extend the probationary period by that number of days the employee is on leave.

### **204.2 EXTENSION OF PROBATIONARY PERIOD**

Upon recommendation from the Chief of Police and the approval of the City Personnel Officer or his/her designee, the probationary period may be extended for a period not to exceed one hundred-eighty (180) days. (Article 6, Section 3, City of Irvine Personnel Rules and Procedures).

### **204.3 RELEASE FROM PROBATION**

During the probationary period, an employee may be released at any time without cause. In cases of promotion, the employee does not acquire regular status in the new position until the successful completion of this probationary period. If the employee fails to satisfactorily complete the probationary period in the promotional position, the employee shall be entitled to return to the position held prior to promotion at the range and step held prior to promotion.

### **204.4 POST CERTIFICATION**

As a condition of probation, all probationary officers shall be required to have successfully completed a POST certified training academy. Those officers who have training or educational backgrounds that are acceptable to POST for the Basic Certificate are excluded.

### **204.5 REMEDIAL TRAINING**

As a condition of probation, officers may be required to attend specialized training, should it be determined that he/she is lacking in certain knowledge or skills to successfully carry out the duties as a "competent" law enforcement officer in the City of Irvine.

# Irvine Police Department

## Policies

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#### **204.6 PROBATIONARY EMPLOYEE ARREST REPORT APPROVAL**

Probationary police officers who have successfully completed the Department's field training program are required to seek the approval of an on-duty field supervisor for all custodial arrests. Except in exigent or under circumstances where a supervisor has granted that specific officer permission to make non-notification custodial arrests, the approval by a supervisor is required prior to an arrest by a probationary police officer. This requirement shall be terminated upon successful completion of the employee's probationary period.