



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.21
TO: Director of Human Resources/Procurement and Chief of Police
FROM: Jane S. Brautigam, City Manager
SUBJECT: Administrative Practices & Procedures for the Selection of Entry-Level Sworn Law Enforcement Personnel
DATE: November 14, 2005
Supersedes and Replaces Administrative Order 2.21 dated 05/15/02 Regarding Same Subject.

I. PURPOSE

The purpose of this Administrative Order is:

- A. to establish a probation period of all entry-level Law Enforcement personnel;
- B. to ensure that there is a minimum of adverse impact involved in the probation period;
- C. to provide for exceptions to the probationary period requirement;
- D. to ensure that all probationary performance is evaluated using valid, useful and non-discriminatory procedures; and,
- E. to provide for the contesting of probationary performance reports.

II. PROBATIONARY PERIOD

See Section III. N. (1) of Administrative Order 2.15.

III. PROBATIONARY PERIODS: ADVERSE IMPACT

The rate of candidates being retained following the completion of their probationary periods shall meet the requirements of minimum adverse impact in order to assure that all probationary candidates have been provided an equal opportunity to successfully complete the probationary period.

IV. PROBATIONARY PERIOD

A. **Length & Purpose.** Upon appointment to a Police Officer position, the new hire shall serve a probationary period of one (1) year, which shall commence on the new hire's effective date of appointment. The purpose of this probationary period shall be to provide the new employee with the opportunity to demonstrate that he/she has the knowledge, skills, abilities, work habits and other attributes necessary to obtain "regular" employment status.

B. **Extensions.** The original new hire probationary period may be extended only under the following circumstances:

1. **Unsatisfactory Performance.** An employee shall be retained beyond the probationary period and granted "regular" status only if the performance of the employee has been determined to be "satisfactory". Under certain circumstances, the probationary period may be extended, but only for valid reasons, only after approval of the City Manager, and only for a specified period of time. The probationary period shall not be extended indefinitely. If, upon conclusion of this extended probationary period, the employee's performance is still deemed "unsatisfactory", the employee shall be dismissed from his/her position.

2. **Special Circumstances.** The probationary period may be extended for special circumstances as deemed necessary by the Chief of Police and the City Manager. These exceptions may be for a variety of special assignments (e.g. undercover work). An extended or adjusted probationary period could also give the Division an opportunity to provide employees with remedial services, such as professional counseling or specialized instruction.

V. PROBATIONARY PERIODS: WORK EVALUATION

The work performance of each employee shall be evaluated using valid, useful, and non-discriminatory procedures.

VI. PROBATIONARY PERIODS: CONTESTING PERFORMANCE REPORTS

The review process shall include a review of the most recently contested performance evaluation to be conducted by the Chief of Police jointly with the rater, the rater's immediate supervisor, and the employee. Provisions shall also be made for written comments by the employee.