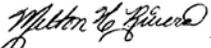


	<b>PALACIOS POLICE DEPARTMENT</b>	
	<b>Policy 4.2 Appointment and Probation</b>	
	<b>Effective Date:1/04/2021</b>	<b>Replaces:2/07/2006</b>
	<b>Approved:</b>  Milton Rivera, Chief of Police	
	<b>Reference:</b> 1.09 and 2.03	

## I. POLICY

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

## II. PURPOSE

The purpose of this policy is to provide a systematic process for the appointment of sworn and non-sworn personnel.

## III. PROCEDURES FOR SWORN PERSONNEL

- A. Applicants who 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 Chief of Police, or designee, and determine a starting date.
  2. On the day selected for employment, the applicant will report to the city personnel office for completion of all initial paperwork and issuance of an identification card.
- B. Upon completion of the initial processing at city personnel, the new employee will report to the police department where he/she will be issued the appropriate equipment. The employee shall sign for the issued equipment.
- C. The new employee shall be issued a complete and up-to-date copy of the department's general orders and field manuals.
- D. The Chief, or designee, 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. (TBP: 2.03)
- E. The Chief, or designee, shall also assign the new employee to a senior 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. (TBP: 1.09)

#### **IV. PROCEDURES FOR NON-SWORN PERSONNEL**

- A. Applicants who have been through 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.
  - 2. On the day selected for employment, the applicant will report to the city personnel office for completion of all initial paperwork and issuance of an identification card.
- B. Upon completion of the initial processing at city personnel, the new employee will report to the police department where he/she will be issued any necessary equipment for a job assignment. The employee shall sign for any issued equipment.
- C. The new employee shall be issued a complete and up-to-date copy of the general orders and field manuals.
- D. The employee will be assigned to another employee for training as required and shall receive training in department operations, personnel rules, and departmental philosophy.

#### **V. PROBATION**

- A. All new employees are on probation for a period of one year.
  - 1. Non-sworn personnel are on probation for one year from the date of their employment.
  - 2. All newly hired police officers shall be considered on probation for one year from the date of completion and release from field training.
  - 3. The same probationary period applies to officers hired through lateral entry.
- B. An employee may be released from employment at any time during the 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 Chief of Police for consideration at any time.
- C. A new employee's supervisor shall rate the new employee using the employee evaluation form at the three, six, and nine-month anniversary dates from employment for non-sworn employees. Sworn officers will be rated as required by the field-training manual during the first year. Two weeks prior to the one-year

anniversary, the supervisor shall complete and forward a final evaluation form to the Chief of Police 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 Chief of Police shall review the performance evaluation. The Chief may approve the employee's permanent appointment or discharge him/her for failure of probation.
- E. Probationary employees who wish to protest their performance ratings have no grievance rights except to request an interview with the Chief of Police.