



## CENTREVILLE POLICE DEPARTMENT

<b>Title:</b> Employment Probation	<b>Directive #:</b> 4.3
<b>Issued:</b> 10.1.2016	<b>Revised:</b> 7.12.2018 / Rev. #1
<b>Approved by:</b> Kenneth N. Rhodes Chief of Police	

### A. Police Employees

#### 1. Probationary Period

- a. One year from the date of appointment to the Department, except when the employee has not completed the required minimum standards police entry level training and been fully certified by the MPTSC, at which time the probationary status will be extended for one year after full certification.
- b. The Chief of Police may discharge any sworn police employee in a probationary status for any cause which he, in his discretion, deems sufficient.
- c. The Chief may, in consultation with the Town Manager extend an employee's probation when he deems it in the best interest of the department.

#### 2. Probationary Reports

- a. At least **thirty** days prior to the expiration of an officer's probationary period, the officer's supervisor will forward a report, through his chain of command, to the Chief of Police concerning the officer's progress and performance.
- b. Any time during the probationary period, if a probationary officer demonstrates unsatisfactory performance/conduct to the extent that additional counseling would serve no constructive purpose, the supervisor of that individual will forward a report to the Chief of Police, through his chain of command, outlining the details of the unsatisfactory performance/ conduct as well as a recommendation for additional corrective action or for dismissal.
- c. Upon receipt, the Chief of Police will designate the Lieutenant to examine the facts submitted and prepare an independent recommendation for disposition.

### B. Civilian Employees

#### 1. Probationary Period –

- a. All civilian police employees shall remain in a probationary status for a period of six months from the date of hire as prescribed by the Rules and Regulations of the Town of Centreville.

- b. The Chief of Police may discharge any civilian police employee in a probationary status for any cause which he, in his discretion, deems sufficient.