

	POLICY & PROCEDURE	SERIES # 622	PAGE 1 OF 2
	SUBJECT PROBATIONARY OFFICER EVALUATIONS		EFFECTIVE DATE 04/08/05
	DISTRIBUTION ALL MANUALS		AMENDS/SUPERSEDES/CANCELS P&P # 622 dated 9/15/91

I. PURPOSE:

The purpose of monitoring and evaluating probationary officers is to ensure that these officers receive continual close supervision and development during their formative employment year.

II. POLICY:

It shall be the policy of the Hampton Police Division that all newly hired police officers shall be particularly monitored and evaluated during the course of their probationary period.

III. DEFINITION:

PROBATIONARY PERIOD – One year from the date of release from field training or, in the case of State Certified Law Enforcement Officers, one year from the date of hire.

IV. PROCEDURE:

A. On-the-job Training

Progress reports in the form of Daily Observation Reports (DOR's) will be completed by the assigned Field Training Instructor at the conclusion of each training day and shall be forwarded to the Training Unit's Field Training Coordinator by the conclusion of the work cycle. Additionally, a review of the trainee's performance shall be conducted by the Field Training Instructor at the end of each field training period. This review shall be conducted with the Training Unit's Field Training Coordinator.

B. Probationary Evaluation

1. After an employee has completed his FTI/OJT phase of training, he will be released to the Operations Branch.
2. The Probationary Officer Progress Report shall be the basic document used to evaluate officers during the probationary period.

APPROVED:
CHIEF OF POLICE



3. A packet of information will be prepared by the Personnel and Training Unit and forwarded to the Operations Branch. This packet will include:
 - a. The “Release from Training Form” which includes:
 - (1) A release notification
 - (2) A fact form which lists significant training situations
 - b. The Supervisor’s Record of Employee Card
4. Upon receipt of the packet, the Operations Branch Commander will review and forward the information to the appropriate Watch Commander. The information will be retained on file in the Shift Folder.
5. The Supervisor will complete a probationary patrol officer’s progress report bi-monthly during the officer’s probationary period. A bi-monthly evaluation form will be sent to the Probationary Officer’s supervisor from the Professional Standards Branch. The evaluation will be returned to the Professional Standards/Personnel Unit on or before the due date noted.
6. At the end of the year, the Personnel Unit will forward a Career Development folder with the appropriate evaluation form to the Unit Commander.

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