

**POLICY
437**

**EFFECTIVE
DATE
2-20-15**

**Eugene
Police Department**



Probation Review Committee

437.1 PURPOSE AND SCOPE

The purpose of this policy is to outline procedures for the Probation Review Committee (PRC), an *ad hoc* group convened as needed to review the progress of probationary police officers.

437.2 RESPONSIBILITIES AND PROCEDURES

The meeting schedule will be determined by the Field Training program manager or designee. The committee shall meet at least once prior to the end of the probationary period for the employees under review. This meeting shall take place prior to the final 60 days remaining in the police officer's probationary period.

The PRC will review documentation from relevant phases of the each probationary officer's work up to the point of the meeting, including training records, Daily Observation Reports (DOR), Internal Affairs files, and any other relevant documents.

The PRC may invite personnel who have relevant information to the meeting to present information and/or discuss a probationary officer's progress.

The PRC will determine if there are any significant issues present for each probationary officer which could affect his or her successful completion of the probationary period. The PRC may recommend certain strategies to address the issue(s) and will notify the probationary officer verbally at the meeting if the probationary officer is available to attend.

At its meeting two months prior to the end of the probationary period, the PRC will do the following:

- a. Determine if the probationary officer has any performance issues impacting his or her completion of probation.
- b. Make a recommendation to the Patrol Division Captain regarding retention of the police officer (with that recommendation being contingent on no new issues developing prior to the end of the probationary period.)
- c. Discuss these findings with the probationary police officer in the meeting if the employee is present.

- d. Solicit from the probationary officer improvements and or changes that could be made to the Field Training Evaluation Program (FTEP.)

437.3 Members

The PRC will normally include the following voting members:

- a. Assistant Chief of Police (Chair)
- b. FTO Program Lieutenant (Vice-Chair)
- c. FTO Program Sergeant
- d. Immediate supervisor of probationary employee(s) to be discussed
- e. Investigations Unit Supervisor
- f. Training Sergeant

The PRC may include the following non-voting, advisory members:

- a. Internal Affairs Senior Program Coordinator
- b. EVOC Sergeant

The PRC Chair may authorize immediate supervisors to prepare a written memo to the PRC outlining their recommendations and observations about the probationary police officers they supervised in lieu of attending the meeting.

The Internal Affairs (IA) Program Coordinator will present to the PRC a recap of the IA file of each probationary employee being reviewed and, if necessary, be prepared to discuss relevant details of the file.

The uniform for all PRC meetings will be Class A patrol uniform or business professional attire.

437.4 DOCUMENTATION OF MEETINGS

An administrative specialist from the Operations Section will attend the meeting in order to take and prepare minutes. Once the minutes are circulated to the members of the PRC, the PRC Chair will designate one of the meeting attendees (generally the FTEP sergeant) to prepare a memo, for the committee chair's signature, documenting significant issues raised and decisions made during the meeting.

This memo will be filed in confidential files intended for documentation of probation performance. (These files include PRC summary minutes, DORs, rotational summaries, and supervisors' bi-monthly evaluations.)

437.5 FOLLOW-UP

Based on trends and issues raised at a probation review board, the chair or vice-chair of the Probation Review Committee may schedule a follow-up review regarding any or the entire probationary group before the end of the probationary period.