

Performance Review For Probationary Sergeant, Police Officers and Public Safety Dispatchers

1002.1 PURPOSE AND SCOPE

The San Leandro Police Department strives to provide probationary employees with a positive training environment and skilled trainers, in order to successfully complete their training program and establish a solid foundation for their careers at SLPD. In the case of Police Officers and Dispatchers, trainers evaluate new employees in the training program with the objective of ensuring that the trainee meets the standards of a competent solo beat officer/solo dispatcher prior to being released from training.

The probationary period for employees is indicated in the employee's offer of employment. The probationary period is regarded as part of the examination process and is utilized to observe an employee's work performance as they acclimate to their new position.

1002.2 PROCEDURE

After an Officer/Dispatcher completes their training program, the Division Lieutenant/Manager has the responsibility to follow up with their Supervisor to complete quarterly evaluations through their probationary period. If any Supervisor detects a problem in the probationary employee's performance, the Division Lieutenant/Manager shall be notified. Appropriate action is to be taken at that point to correct any deficiencies in the probationary employee's performance. The probationary evaluation period will conclude after the employee successfully completes an oral board examination.

The Division Lieutenant/Manager is responsible for coordinating and chairing the Probationary Release Oral Board Examination for Officers/Dispatchers. Generally, this board will consist of the Division Lieutenant/Manager, the Supervisor overseeing the division's FTO/CTO Program and the probationer's immediate Supervisor at the time.

The Bureau Captain is responsible for coordinating and chairing the Probationary Release Oral Board Examination for Sergeants. Generally, this board will consist of the Bureau Captain and the probationer's immediate Supervisor at the time.

This oral board examination is conducted two months prior to the probationary employee's anticipated release date so deficiencies, if discovered, can be corrected in the remaining two months of probation. It is intended to provide a final review of the employee's performance prior to the completion of probationary status.

1002.3 PROBATIONARY RELEASE ORAL BOARD FORMAT: POLICE OFFICER

1002.3.1 INSPECTION

The Officer's Class A uniform will be inspected during the oral board.

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1002.3.2 POLICY REVIEW

Officer's shall demonstrate knowledge of the following Policies/Laws

- (a) Use of Force Policy
- (b) Shooting Policy
- (c) Officer Involved Shooting Policy
- (d) Pursuit Policy
- (e) Taser Policy
- (f) Discriminatory Harassment Policy
- (g) 40302 CVC
- (h) Search without a warrant
- (i) 849(b) requirements
- (j) Steagald Warrant (3rd party residence search-visiting/temporary residence)
- (k) Elements required for 5150 W&I

1002.3.3 PERFORMANCE

Officers shall provide three cases to the board that best demonstrates their investigative ability. In addition, there will be a statistical performance review.

- (a) Statistical review (Provided by Patrol Lieutenant)
- (b) Case Review (Provided by the Officer)
- (c) FTO Evaluation (Provided by the FTO Coordinator)
- (d) Feedback on the FTO Program (Provided by the Officer)

1002.4 PROBATIONARY RELEASE ORAL BOARD FORMAT: PUBLIC SAFETY DISPATCHER

1002.4.1 INSPECTION

The Dispatcher's Class A uniform will be inspected during the oral board.

1002.4.2 POLICY/PROCEDURE REVIEW

The Dispatchers shall demonstrate knowledge of the following Policies:

- (a) Officer Involved Shooting Policy (Dispatcher Role)
- (b) Pursuit Policy (Dispatcher Role)

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- (c) Code 33 Procedure
- (d) NIXLE Procedure
- (e) SWAT/HNT Callout Protocol
- (f) Amber Alert Policy
- (g) Bomb Threat Policy (Dispatcher Role)
- (h) Discriminatory Harassment Policy
- (i) Missing Persons Policy (Dispatcher Role)
- (j) Communications Center Evacuation Procedure

1002.4.3 PERFORMANCE

Dispatchers shall provide three CAD calls to the board that best demonstrates their call screening and dispatching ability. The dispatcher should obtain a CD copy of the call/radio traffic from the Dispatch Supervisor. In addition:

- (a) CTO Program evaluation (CTO Coordinator)
- (b) Feedback on the CTO Program

1002.5 PROBATIONARY RELEASE ORAL BOARD FORMAT: SERGEANT

1002.5.1 INSPECTION

The Sergeant's Class A uniform will be inspected during the oral board.

1002.5.2 POLICY REVIEW

Sergeants shall demonstrate knowledge of the supervisor's responsibilities as they relate to the following:

- (a) Use of Force Policy
- (b) Shooting Policy
- (c) Pursuit Policy
- (d) Taser Policy
- (e) Discriminatory Harassment Policy
- (f) Evaluation of Employees Policy
- (g) Personnel Complaint Policy
- (h) Employee Reference File

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1002.5.3 PERFORMANCE

Sergeants shall:

- (a) Provide two examples of completed staff work.
- (b) Discuss challenges of supervision (specific examples).
- (c) Self assessment of strengths and weaknesses.