
	ROSENBERG POLICE DEPARTMENT	
	General Order 4.02 Appointment and Probation	
	Effective Date: 11-21-2012	Replaces: N/A
	Approved:  Chief of Police	
	Reference: TBP:1.09 and 2.03	

I. POLICY

The Rosenberg Police Department is committed to ensuring 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

To provide for a systematic process for the appointment of Sworn and Non-Sworn personnel.

III. PROCEDURES FOR SWORN PERSONNEL

- A. Applicants that 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 they will be issued the appropriate equipment. The employee shall sign for the issued equipment.
- C. The new employee shall review the current General Orders and Field Manuals and provide signatures acknowledging receipt.
- D. 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 that 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 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 they will be issued any necessary equipment for their job assignment. The employee shall sign for any issued equipment.
- C. The new employee shall review the current General Orders and Field Manuals and provide signatures acknowledging receipt.
- D. The employee will be assigned to a training officer or another employee for training as required and shall receive training in department operations, personnel rules, and departmental philosophy and procedures.

V. PROBATION

- A. Both Sworn and Non-sworn personnel are on probation for a period of one year from the date of hire. The same probationary period applies to officers hired through lateral entry.
- B. An employee may be released from employment at any time during their 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 anniversary dates from employment. Sworn officers will also 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 their appointment or discharge the employee for failure of probation.
- E. Probationary employees who wish to protest their performance ratings have no grievance rights.