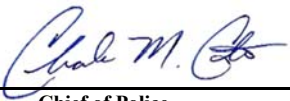
	<b>MESQUITE POLICE DEPARTMENT</b>
	<b>119.00 PROBATION REVIEW</b>
	<b>Effective Date: January, 2019</b>
	Approved: _____ <div style="text-align: center;">           Chief of Police       </div>

- I. Purpose  
A Probation Review Board will meet to review the probationary period of each probationary officer prior to the conclusion of that officer's probationary period.
- II. Board Composition  
The board will be appointed by the Chief of Police or his designee and consist of three (3) positions, including:
  1. One (1) Lieutenant - Board Chairman
  2. One (1) Sergeant
  3. One (1) Field Training Officer
- III. Procedures
  - A. The Office Coordinator of the Staff Support Bureau will schedule and coordinate Probation Review Board meetings.
  - B. The board shall interview the probationary officer. The board shall also interview any other employee of the department who requests an appearance as well as any employee who, in the determination of the Board, might provide information helpful to the board.
  - C. The board shall review comments of the officer's supervisor, as well as the officer's training file and personnel file. Supervisor's written comments provided for board consideration shall be destroyed when the officer achieves permanent employee status. Should the officer not be retained as a permanent employee, written supervisory comments shall be retained as part of the file.
  - D. Board recommendations shall be submitted to the Chief of Police no later than two weeks prior to the expiration of a probationary period.
  - E. Should a probationary officer not complete their field training due to performance deficiencies prior to their scheduled probation review board, their board shall be canceled and their name forwarded to the Chief of Police, through the Staff Support Chain of Command, with a recommendation for termination.
- IV. Civilian Employees
  - A. The process and procedures set forth herein shall also be utilized for civilian employee probation review.
  - B. On civilian probation reviews, the Field Training Officer position on the board shall be temporarily filled by a civilian employee of the same or similar classification as the probationary employee.

EFFECTIVE: January, 1992; March, 1994; REVISED: January, 1996; REVISED: August, 2011; REVISED: January, 2019

