



Ocean City Police Department

General Order

Subject: Probationary Employment Period for Police Employees		No. G.O. 500 A-4	
Rescinds: G.O. 300 T-1 Dated 01/05/2004	Amends: G.O. 500 A-4 Dated 03/01/2005	Related Directive:	
Approval Date: 07/02/2012	Effective Date: 07/03/2012	Distribution Date: 07/03/2012	Distribution Type: A
References: - M.P.C.T.C. Police Regulation; Title 12, Subtitle, Chapter 1, Section .03 (f) - Town of Ocean City Employee Handbook - C.A.L.E.A. 32.2.10			

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I. Purpose:

The purpose of this policy is to outline the terms associated with probationary status as an employee of the Department. All employees of the Town serve a probationary period at the beginning of their employment. A secondary probationary period must be served upon permanent transfer or promotion to a different position. A probationary period is a very important time for the employer and employee to evaluate whether: (1) the Department fits into an employee's individual career goal and (2) the employee's work performance meets acceptable standards of the Department.

II. Definitions:

- A. **Full-time Employee:** An individual who is regularly scheduled to work a minimum of forty (40) hours per week and has successfully completed their probationary period. He/she is eligible for the benefits provided for by the Town.
- B. **Non-sworn Employee:** Personnel who have no law enforcement authority and are commonly termed "civilian" employees
- C. **Part-time Employee:** An individual employed to supplement full-time staff members, intended to work a continuing, year-round and indefinite schedule. A part-time employee is permitted to work a regularly scheduled work week, or less, to meet seasonal needs. A part-time employee is not eligible for employee benefits.
- D. **Probationary Employee:** An at-will employee who has no expectation of continued employment and may be dismissed at any time during the probationary period, for good cause or without cause or reason, or if he/she is judged incompetent or otherwise unqualified.
- E. **Probationary Period:** A trial period for an employee to learn a job and for supervision to observe and evaluate the employee's performance
- F. **Sworn Employee:** Personnel who have law enforcement authority and are generally termed "police officer."
- G. **Temporary Employee:** An individual employed for a specific period of time to supplement the full-time work force. He/she work a regular scheduled work week and are not eligible for employee benefits. A temporary employee is commonly referred to as a "seasonal" employee and the employee's expectation of employment is the same as that of a probationary employee.

III. Policy:

The Department will provide proper guidance and training to all newly hired employees during their probationary periods and will make every effort to ensure that each employee is suitable for employment. This will encourage employees to excel in their assignment, enhancing the efficiency, effectiveness, and professionalism of the organization.

IV. Non-sworn Employee Probationary Period:

- A. The probationary period for a non-sworn employee is outlined in the Town of Ocean City Employee Handbook and all provisions outlined in the handbook regarding employee probationary period shall be followed.
- B. During a non-sworn employee's probationary period, the employee will receive one (1) performance evaluation every six (6) months.

V. Sworn Employee Probationary Period:

- A. An employee hired as a police officer who has not successfully completed the mandated training requirements of the Maryland Police and Correctional Training Commissions (MPCTC) for certification as a police officer shall serve a twelve month probationary period beginning on the date that a police certification is granted by the Commission.
- B. An employee hired as a police officer who is currently certified by the MPCTC shall serve a twelve (12) month probationary period beginning on the date of hire.
- C. An employee hired as a police officer who holds an out-of-state police certification shall serve a twelve (12) month probationary period beginning on the date of completion all MPCTC required comparative compliance training for Maryland police officer certification.
- D. During a sworn employee's probationary period, the employee will receive performance appraisals as part of his/her Field Training and Evaluation Program as well as one (1) performance evaluation every six (6) months.
- E. All employees hired as uncertified police officers or as a certified officer from another state requiring a Maryland certification must sign a Probationary Police Officer Appointment Agreement upon employment with the Department.

VI. Probationary Period Extensions

Probationary periods may be extended by a maximum of three (3) months at the discretion of the Chief of Police with the approval of the Director of Human Resources. Probationary periods may be extended due to varying reasons to include, but not be limited to:

- A. Unsatisfactory work performance.
- B. Unacceptable conduct.
- C. Personal issues affecting work performance and general conduct.

VII. Probationary Period Conclusion

At the conclusion of an employee's probationary period, the Department shall recommend:

- A. Regular employment status.
- B. Extension of the probationary period with cause.
- C. Termination from employment.

VIII. Appendix

- A. OCPD Training and Recruiting Form 225 A: Probationary Police Officer Appointment Agreement.
- B. OCPD Training and Recruiting Form 225 B: Police Certification Training Costs