

	SFASU POLICE DEPARTMENT	
	Policy 4.2 Appointment and Probation	
	Effective Date: 04/29/19	Replaces:
	Approved: John Fields, Jr. Chief of Police	
	Reference: 1.09 and 2.03	

I. POLICY

The SFASU Police Department is committed to ensuring that the standards of the department are maintained and that the people of our university are served by a competent and professional police department.

II. PURPOSE

The purpose of this policy is to provide a systematic process for the appointment of sworn and non-sworn personnel.

III. PROCEDURES FOR SWORN PERSONNEL

- A. Applicants who 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 university personnel office for completion of all initial paperwork and issuance of a university identification card.
- B. Upon completion of the initial processing at university personnel, the new employee will report to the police department where he/she will be issued the appropriate equipment. The employee shall sign for the issued equipment.
- C. The new employee shall be issued a complete and up-to-date copy of the department's general orders and field manuals.

- D. The Chief, or designee, shall set a time and place where the new officer shall swear the oath of office before a public gathering. 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 who 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 and determine a starting date.
 - 2. On the day selected for employment, the applicant will report to the university personnel office for completion of all initial paperwork and issuance of a university identification card.
- B. Upon completion of the initial processing at university personnel, the new employee will report to the police department where he/she will be issued any necessary equipment for a job assignment. The employee shall sign for any issued equipment.
- C. The new employee shall be issued a complete and up-to-date copy of the general orders and field manuals.
- D. The employee will be assigned to another employee for training as required and shall receive training in department operations, personnel rules, and departmental philosophy.

V. PROBATION

- A. All new employees are on probation for a period of six months.

1. Non-sworn personnel are on probation for six months from the date of their employment.
 2. All newly hired police officers shall be considered on probation for six months from the date their employment.
 3. The same probationary period applies to officers hired through lateral entry.
- B. An employee may be released from employment at any time during the 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 sixth month anniversary date from employment for non-sworn employees. Sworn officers will be rated as required by the field-training manual during the first six months. Two weeks prior to the six-month 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 the employee's permanent appointment or discharge him/her for failure of probation.
- E. Probationary employees who wish to protest their performance ratings have no grievance rights except to request an interview with the Chief of Police.