



CIVIL SERV. DEPT. - RCVD.  
NOV 8 2016 PM 3:26

**Date:** October 24, 2016  
**To:** CIVIL SERVICE COMMISSION  
**From:** Robert G. Luna, Chief of Police *R. Luna*  
**Subject:** REQUEST TO EXTEND PROBATIONARY PERIOD- Ivone Sanchez, Police Officer

The Police Department respectfully requests that the Commission grant a probationary extension to Ivone Sanchez, Police Officer, in accordance with Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Officer Sanchez was hired on April 23, 2015 as a Police Recruit. On November 7, 2015, she completed the Academy, became a Police Officer, and began her 12-month probationary period comprised of field training.

The field training program assigns trainees to work on each of the 3 different shifts (Watch 1 – graveyard shift, Watch 2 – day shift and W-3 swing shift.) Because of staffing shortages, there were a limited number of Field Training Officers (FTOs) available on the graveyard shift. Because of this Ms. Sanchez was assigned to the graveyard shift very late in the program. Officer Sanchez needs additional time to assimilate to the graveyard schedule since she did not have the same time period to adjust as the other trainees in her class.

The probationary period will conclude on or around December 2, 2016. It is requested that an extension be granted for an additional 60 days (320 scheduled hours). This will allow the department sufficient time to continue to closely monitor Officer Sanchez's progress.

Thank you for your consideration of this request. If you have any additional questions or require additional information, please contact Debbie Mills, Interim Personnel Administrator at 570-7310.

RGL:DRM  
Request to Extend Probation- I. Sanchez

Human Resources Approval	
<i>Cat Stafford</i>	<i>11/4/16</i>
Director or Designee	Date

CIVIL SERVICE DEPARTMENT  
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

**REQUEST FOR EXTENSION OF PROBATION**

**Civil Service Rules and Regulations      Section 41 (2)**  
**Civil Service Commission Policy      Section 1.01**

Form completed by: **Deborah R. Mills/ Interim Personnel Admin/ Police Dept.**      Date: **10/27/16**  
Name/Title/Department

**Section 1: To be completed by requesting department.**

To be completed  
by department      Civil Service Dept.  
Verification

**A requisition is not required.**

X

Is any other department impacted?  
If yes, which department: **N/A**

Yes **No**

X

A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department?

**Yes** No

X

**Section 2: Points to be addressed in request:**

Formal name and current classification title of employee.

- **Ivone Sanchez, Police Officer**

X

Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification.

- **4/23/15- Hired as Police Recruit**
- **11/07/15- Began 12-month probationary as a Police Officer**

X

The date the employee will complete probation. **Date: December 2, 2016**  
Request must be submitted 30 days prior to completion of probation.

X

A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation.

- **Ms. Sanchez needs additional time to assimilate to the graveyard schedule; she was assigned to the graveyard ship very late in the program due to staffing shortages of Field Training Officers. Ms. Sanchez has not had the same time period to adjust as the other trainees in her class.**

X

Which policy criteria is being utilized and how the request meets the criteria required in the policy.

- **Section 41(2) and 41(3) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.**

X

Length of extension requested.

(A maximum extension of 3 months may be requested; a second 3- month extension may be requested at a later date, if necessary.)

- **It is requested that the extension be granted for an additional 90 days (522 scheduled hours) to allow the department sufficient time to closely monitor Officer Sanchez's progress.**

X

**CIVIL SERVICE DEPARTMENT**  
**REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES**

<p>The following should be in attendance at the Civil Service Commission meeting: Requesting department.</p> <ul style="list-style-type: none"><li>• <b>Sgt. Janet Cooper, Field Training Officer Program Coordinator or her designee will be in attendance, along with Personnel Admin. Debbie Mills or her designee.</b></li><li>• The impacted employee's attendance is optional.</li></ul>		X
<p>Notes:      <span style="color: red;">See Attachment Below</span></p>  <p>SUGGESTED ACTION:</p>		

## **REQUEST FOR EXTENSION OF PROBATION**

On November 4, 2016, the Civil Service Department received a Request for Extension of Probation from the Police Department, in accordance with Article V, Section 41(2) and 41(3) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Officer Ivone Sanchez, was hired as a Police Recruit on April 23, 2015, completed the Police Academy, and became a Police Officer on November 7, 2015. Officer Sanchez then began her 12 month probationary period, which includes field training.

The field training program assigns the trainees, such as Officer Sanchez, to work on each of the 3 different shifts. Due to staffing shortages, there were a limited number of Field Training Officers (FTOs) available on the graveyard shift. As a result, Officer Sanchez was assigned to the graveyard shift very late in the training program.

Officer Sanchez needs additional time to assimilate to the graveyard schedule since she has not had the same the same time period as other trainees and needs to adjust and train. Currently, Officer Sanchez's probationary period will end on or around December 2, 2016. Therefore, the department is requesting an extension be granted for an additional 90 days (522 scheduled hours) to allow the department sufficient time to continue to closely monitor Officer Sanchez's progress.

Sgt. Janet Cooper, Field Training Officer Program Coordinator or her designee will be in attendance, along with Debbie Mills, Interim Personnel Administrator, or her designee. Officer Sanchez has been advised that her attendance is optional.

Staff recommends approval of this request.