

KANSAS CITY, MO. POLICE DEPARTMENT <b>PERSONNEL POLICY</b>	DATE OF ISSUE 12/21/05	EFFECTIVE DATE 1/5/06	NO. 508-2
Policy Series 500: Career Mobility Policy 508 Probationary Officer Review Panel		Policy 508	
REFERENCE Policy 507	Policy 508-1		

## I. STATUTORY REQUIREMENT

RSMo §84.600 requires every first-employed police officer to serve at least six-months' probationary service to the satisfaction of the Board of Police Commissioners and the Chief of Police prior to promotion to permanent rank. During this period, the Chief may extend this period for an additional six months and, at his/her discretion or at the direction of the board, discontinue the officer's service at any time.

## II. ADMINISTRATIVE REQUIREMENTS

The Probationary Officer Review Panel (PORP) is an advisory panel to provide the highest level of consistency in the development and evaluation of probationary officers.

### A. PORP Composition

1. Chairperson – Assistant Patrol Bureau commander. The chairperson votes only in a tie on findings and recommendations.
- \* 2. The Watch III ADC from each of the six patrol divisions. The respective division commander, with the approval of the Patrol Bureau commander, may make exceptions.
3. A captain from the same division will temporarily replace any panel member absent for an extended period. The division commander will make the appointment.
4. The Patrol Bureau commander may temporarily replace the Chairperson due to an extended absence, extenuating circumstances, etc.

### B. Supplemental Resources

1. Employment Unit commander and/or supervisor will be asked to provide pre-employment background information.
2. Basic Training Unit commander and supervisor will be asked to provide performance related evaluations

3. The Patrol Bureau Programs commander is designated as the Field Training and Evaluation Program Coordinator and will provide information on program implementation within the six patrol division, when directed.

### **III. PORP ADMINISTRATIVE REQUIREMENTS**

#### **A. Administrative Requirement**

1. The Panel will be convened toward completion of the probationary police officer's final phase of training in the Field Training and Evaluation Program. or commonly referred to as the break-in period. Probationary and Field Training Officers will attend as directed.
2. It is at the Chairperson's discretion to:
  - a. Discuss officer's (probationary and/or FTO) performance problems
  - b. Develop training criteria
  - c. Resolve concerns pertaining to program success
  - d. Amend the FTO manual
3. Any employee deemed beneficial to the review of a probationary officer's performance or training may be called to appear before the panel.
4. Supervisor/commanders may present information concerning the performance of an officer assigned to their watch.
5. The Panel may send letters of instruction to officers outlining deficiencies.
6. The Panel should review, evaluate and provide recommendations regarding the re-hiring of sworn members who resigned during their probationary period.

#### **B. Upon reviewing probationary officer's job performance, the panel will provide, in writing, through the Patrol Bureau commander, to the Chief of Police:**

1. Specific recommendations addressing developmental needs and evaluation of each probationary officer.
2. Notification of extension of probationary officer's break-in time when it appears additional close supervision is necessary.
3. Findings as to job performance level classified as either:
  - \* a. Acceptable Performance – Probationary officer is meeting or exceeding level expected of an officer with similar training and experience.

- \* b. Unacceptable Performance - Officer is not at the level expected of officer with similar training and experience. Panel will document deficient areas with specific recommendations for improvement.

C. Recommendations for final determination forwarded to Chief of Police must be one of the following:

1. Termination.
2. Extension of probation up to additional six months.
3. Promotion to permanent rank of police officer.

James D., Corwin  
Chief of Police

Adopted by the Board of Police Commissioners this 21<sup>st</sup> day of December, 2005.

Angela Wasson-Hunt.  
President