



Seattle Police Department

Human Resources Section

Probationary Periods – Police Officer

This notice is to inform you that, upon being hired as a Lateral or Exceptional Entry Police Officer by the Seattle Police Department, you must serve a probationary period as a Student Officer.

Once you have been sworn in, as specified under Public Safety Civil Service Rule 12.03, the probationary period for the sworn classification of Police Officer will last one year. This probationary period could also be extended upon the request of the department to the Secretary of the Public Safety Civil Service Commission if there are significant interruptions in service.

The probationary period is considered part of the evaluation process during which you are required to demonstrate your knowledge, skills and abilities through your actual performance of the duties of the position to which you have been certified and appointed. You must successfully complete each probationary period before your appointment is deemed complete.

During your probationary period as a Police Officer, the Chief of Police, by conveying in writing to the Public Safety Civil Service Commission the reasons therefore, may discharge you at any time. (Public Safety Civil Service Rule 12.09a.)

I Have Read And Understand The Above Statement

Employee Name

Serial Number

Employee Signature

Date

Prepare in duplicate: Original to Personnel file, duplicate to employee