



Seattle Police Department

Human Resources Section

Probationary Periods – Police Recruit/Police Officer

This notice is to inform you that you must serve at least two probationary periods during the process of becoming a regular status police officer. The first probationary period is for the non-sworn classification of Police Recruit and is in effect while you attend the training academy. Normally, this probationary period will last five months, unless there is an interruption in service or a delay in completing the training academy program. Such interruptions or delays will result in this first probationary period being extended until the training academy program is successfully completed.

The second probationary period commences when you have satisfactorily completed the training academy program and have been sworn in as a Police Officer 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 Recruit, you may be discharged without cause at any time. A written statement of the reason(s) for such action shall be provided to the Director of the Personnel Department and the Civil Service Commission. (Personnel Rule 1.3.2.E) 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