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Sheriff

HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

Probationary Period

Distribution:	All Employees			Policy Number:	PER 0603
Responsible Unit:	Human Resources			Rescinds:	<i>New Policy</i>
Original Issued Date:	06/14/24	Revision #:	N/A	Latest Revision Date:	06/14/24
Latest Required Review was Completed:		06/14/24		Next Review Due:	06/14/27

1. Purpose

To outline the terms of the employment relationship during the probationary period for all newly hired employees and promoted employees.

2. Policy

The Harford County Sheriff's Office will evaluate each new employee during the probationary period to determine if conduct and performance of duties is satisfactory to continue as a permanent employee. Any employee promoted will serve a probationary period to determine if conduct and performance of duties is satisfactory in the new position.

3. Definitions

CAREER LADDER: classifications that provide opportunities for employees to advance on a noncompetitive basis.

CLASSIFIED EMPLOYEE: a non-temporary employee who has successfully completed a probationary period.

PROBATIONARY EMPLOYEE: a newly hired employee who does not have classified status and is subject to termination at any time without cause.

TEMPORARY EMPLOYEE: an employee whose employment term is not considered classified status and serves at the pleasure of the Sheriff for the duration of employment.

4. References

Annotated Code of Maryland, Courts and Judicial Proceedings, § 2-326

5. Procedure

A. Probationary Period Time Frames

1. Law Enforcement and Correctional Deputy recruit new hires will serve a probationary period of 24 months from the date of hire or transfer.
2. Law Enforcement and Correctional Deputy lateral new hires will serve a probationary period of 18 months from the date of hire.

3. Civilian new hires will serve a probationary period of six months from the date of hire.

B. Evaluation and Feedback

1. During the probationary period for newly hired Law Enforcement and Correctional Deputies in permanent positions quarterly evaluations will be formally conducted until the successful completion of the probationary period.
2. Civilian employees in permanent positions will be formally evaluated at three months from hire date and again at six months from hire date certifying successful completion of the probationary period.
3. All probationary employees will be observed regularly by supervisors. Both positive and negative aspects of performance will be thoroughly and objectively documented in the Guardian Tracking System.

C. Extension of Probationary Period

1. If the probationary period is to be extended, a Memorandum ([SO-212](#)) documenting such will be submitted through the chain of command to the Human Resources Director prior to the expiration.
 - a. This Memorandum ([SO-212](#)) will include the reason for the extension, duration of the probationary period extension, and the plan for completion.
 - b. The employee will be notified prior to the probation end date and a copy of the Memorandum ([SO-212](#)) will be placed in the employee's personnel file.
2. Any scheduled salary increase will not be granted during the probationary extension; however, will be granted from the time of successful completion of the probationary period.

D. End of the Probationary Period

1. At the conclusion of the new hire probationary period (except Temporary Employees), the final Performance Appraisal Rating (PAR) will reflect that the period has concluded, and the employee is now considered classified.
2. Any salary increase scheduled for the end of the probationary period will be processed effective starting on the beginning of the pay period closest to the end of probation.

E. Probation After Promotion

1. An employee who is promoted will serve a probationary period of one year from the effective date of the promotion.
2. Any sworn employee who is on probationary status and receives an "Unsatisfactory" rating on a PAR may be returned to his previous rank.
3. Any civilian employee who is on probationary status and receives an "Unsatisfactory" rating on a PAR may be returned to his previous position if it is still available. If the former position is not available, the employee may be terminated or could be considered for an open vacancy for which he qualifies.

F. Career Ladder Positions

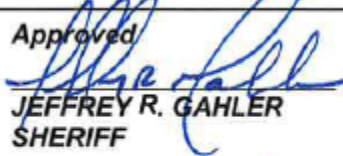
1. Positions that fall under a career ladder designation offer advancement on a noncompetitive basis.
2. These positions are available at a designated time in grade.
3. Any salary increase that is scheduled for a career ladder position will be processed effective for the beginning of the pay period closest to the effective date of the career ladder promotion.

G. Temporary Employees

1. This classification of employee is considered non-classified.
2. There is not a formal probationary period for these employees as their entire term of employment is at the pleasure of the Sheriff and at any time employment can be terminated without cause.
3. If a Temporary Employee is hired into a permanent position the probationary period for the new position would apply.

6. Summary of Changes

- A. On 04/17/24 this new policy was created by the Human Resources Director.

Approved

JEFFREY R. GAHLER
SHERIFF
DATE 6.14.24