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Chandler • Arizona
Where Values Make The Difference

MEMORANDUM

DATE: December 13, 2012

TO: Mayor and City Council

THRU: Rich Dlugas, City Manager *RD*

FROM: Debra Stapleton, Human Resources Director *DAS*

SUBJECT: Resolution 4661 – Amending Personnel Rule 12, Section 1 – Period of Probation

RECOMMENDATION:

Approval to adopt Resolution No. 4661 which amends Personnel Rule 12, Sections 1B and 1D – Period of Probation.

BACKGROUND/DISCUSSION:

Human Resources and the Police Department conducted several recruitments over the past two years for Detention Officers to fill their vacancies. The current job description requires a minimum of two years working as a handler of prisoners in a jail facility. It has been difficult to find a candidate that meets both the minimum requirements and who meets the Chandler's Detention methodology of handling prisoners in a more communicative manner while ensuring the safety of all involved. As a result of these recruitment difficulties, the Police Department is requesting that Human Resources create a Detention Officer Trainee classification.

The Trainee classification would require at least one year customer service experience communicating with the public as a minimum qualification for the position. Once an applicant is hired into the Trainee classification they would undergo a process similar to that of a Police Officer Recruit. The candidate would be required to obtain their Commercial Driver's License Class C with Passenger Endorsement within sixteen (16) weeks of hire, attend and successfully complete a Corrections/Detention Officer Academy as approved by the City and become Fire Arms certified within their first six months with the City. In addition, within the first year of employment the candidates would have on-the-job-training with a current Detention Officer and/or Detention Officer Supervisor to learn Chandler's Detention policies, procedures, and methodologies.

Human Resources supports this approach and recommends that the Detention Officer Trainee be subject to a one year probationary status similar to Sworn Police and Fire and Dispatch and Communication personnel. The Police Department agrees that a one-year probation for the newly created Detention Officer Trainee position is appropriate given the training plan.

This will require a modification of Personnel Rule as outlined by the proposed resolution.

PROPOSED MOTION:

Move to adopt Resolution No. 4661 which amends Personnel Rule 12, Sections 1B and 1D – Period of Probation.

RESOLUTION 4661

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHANDLER,
AMENDING PERSONNEL RULE 12, SECTIONS 1B and 1D**

BE IT RESOLVED by the City Council of the City of Chandler, Arizona, as follows:

Sections 1B and 1D of Personnel Rule 12; (Probation) is amended to read as follows:

...

B. The initial probation shall consist of six (6) months of work for all classes except that for initial entry-level public safety employees and public safety dispatch and communication employees, and detention officer trainees, the length of time shall be one year. The promotional probation shall consist of six (6) months for all classes.

...

D. All employees, including initial entry public safety employees and detention officer trainees, who complete six (6) months of probation shall be eligible to use accrued vacation, provided they are either

- (1) granted eligibility to use vacation by the Department Director for employees serving more than six (6) months probation, or
- (2) are confirmed to regular status by the Department Director for employees serving a six (6) month probation. Employees serving a six-month probationary period who have their probation extended shall not be granted eligibility to use accrued vacation leave until the probation is successfully completed.

PASSED AND ADOPTED by the City Council of the City of Chandler, Arizona this _____ day of _____, 2012.

Mayor

ATTEST:

City Clerk

CERTIFICATION

I, HEREBY CERTIFY that the above and foregoing Resolution No. 4661 was duly passed and adopted by the City Council of the City of Chandler, Arizona, at a regular meeting held on the 13th day of December, 2012, and that a quorum was present thereat.

City Clerk

APPROVED AS TO FORM:

City Attorney

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