



Mayor Robert E. Simison

City Council Members:

Treg Bernt
Joe Borton
Luke Cavener

Brad Hoaglund
Jessica Perreault
Liz Strader

To: Meridian City Council

From: Crystal Ritchie, Human Resources Director
Scott Colaianne, Captain

Date: September 20, 2022

Re: City Standard Operating Policy 2.8 Introductory Period of Employment

Dear Council,

The Police Department is requesting to move Community Service Officers (CSO) from a 6-month Introductory Period of Employment to a 1-year Introductory Period of Employment for the following reasons:

It can take up to 20 weeks (as noted below) for a CSO to start performing on the job.

- Community Service Officer Academy is 5-6 weeks.
- Community Service Officer Field Training is 10-14+ weeks.

The current policy leaves approximately 2 months of on the job performance assessment to determine whether the employee is suited for the position, qualified and capable of performing the work and can meet the job standards. Given the nature of the CSO position the department would like to change the Introductory Period of Employment from 6 months from date of hire to 12 months from date of hire like sworn officers to allow for a sufficient amount of time to complete a thorough assessment of the CSO's fit for the job.

The proposed change has been submitted to the Union for their review and the Union due date has been met. It has also been submitted to the Director team for their review per process and their agreement has been received.

We have requested a placeholder on the September 27, 2022 Workshop Agenda to request your approval of this proposed policy change. In preparation of this meeting I have attached the proposed policy for your review.

Please reach out in advance with any questions that you may have to either myself or Captain Colaianne between now and September 26, 2022 for any clarification you might need prior to your approval.

Thank you,

A handwritten signature in blue ink that reads "CRITCHIE".

Crystal Ritchie
Human Resources Director