



KANSAS CITY MISSOURI POLICE DEPARTMENT

DATE OF ISSUE

EFFECTIVE DATE

NO.

**PERSONNEL POLICY**

3-27-13

2-26-13

508-3

SUBJECT

Policy Series 500: Career Mobility  
Policy 508 Probationary Officer Review Panel

AMENDS

REFERENCE

PPBM 507  
RSMo 84.600

RESCINDS

PPBM 508-2

**I. INTRODUCTION**

Every police officer must serve at least a six-month probationary service to the satisfaction of the Board of Police Commissioners and the Chief of Police prior to promotion to permanent rank. The Chief may extend this period for an additional six months.

**II. POLICY**

- A. The Probationary Officer Review Panel (PORP) is an advisory panel to provide the highest level of consistency in the development and evaluation of probationary officers.
- B. PORP Composition
  - 1. Chairperson – Assistant Patrol Bureau Commander. The chairperson votes only in a tie on findings and recommendations.
  - \*2. One (1) Assistant Division Commander (ADC) from each of the six patrol divisions as designated by the Division Commander. The respective Division Commander may make exceptions with the approval of the Patrol Bureau Commander.
  - 3. An ADC from the same division will temporarily replace any panel member absent for an extended period. The division commander will make the appointment.
  - 4. The Patrol Bureau Commander may temporarily replace the chairperson due to an extended absence, extenuating circumstances, etc.
  - \*5. Executive Officer to the Chief of Police.
  - \*6. Training Unit Commander.
- C. Employment Unit Commander and/or supervisor will be asked to provide pre-employment background information.

### III. PROCEDURE

#### A. PORP Review Process

1. The panel will be convened toward completion of the probationary police officer's final phase of training in the Field Training and Evaluation Program or commonly referred to as the break-in period. Probationary and Field Training Officers (FTO) will attend as directed.
  - \*2. It is the PORP panel's discretion to:
    - a. Discuss officer's (probationary and/or FTO) performance problems.
    - b. Develop training criteria.
    - c. Resolve concerns pertaining to program success.
    - d. Recommend amending the FTO manual.
  3. Any employee deemed beneficial to the review of a probationary officer's performance or training may be called to appear before the panel.
  4. Commanders/supervisors may present information concerning the performance of an officer assigned to their watch.
  5. The panel may send memorandums of instruction to officers outlining deficiencies.
  6. The panel should review, evaluate and provide recommendations regarding the re-hiring of sworn members who resigned during their probationary period.
- B. Upon reviewing the probationary officer's job performance, the panel will provide, in writing, through the Patrol Bureau Commander, to the Chief of Police:
1. Specific recommendations addressing developmental needs and evaluation of each probationary officer.
  2. Notification of extension of probationary officer's break-in period when it appears additional close supervision is necessary.

3. Findings as to job performance level should be classified as either:
  - a. Acceptable Performance – Probationary officer is meeting or exceeding level expected of an officer with similar training and experience.
  - b. Unacceptable Performance - Officer is not at the level expected of officer with similar training and experience. Panel will document deficient areas with specific recommendations for improvement.

C. One of the following recommendations for final determination will be forwarded to the Chief of Police:

1. Termination.
- \*2. Extension of probation up to additional six months (to include additional training).
3. Promotion to permanent rank of police officer.

Darryl Forté  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_ day of \_\_\_\_\_ 2013.

Lisa Pelofsky  
Board President

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