

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO: 03.07 DATE: July 1, 2023 SUBJECT: Personnel TITLE: Probation FOR PUBLIC RELEASE: Yes
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- I. Reference: Anne Arundel County Code, 2005 §6-1-107; Employee Relations Manual (ERM) B-12; Memoranda of Agreement between Anne Arundel County and the Fraternal Order of Anne Arundel Detention Center Officers and Personnel, Inc., AFSCME Local 2563, AFSCME Local 582, Teamsters Union Local 355, International Union of Police Associations, Local 141

- II. Applicable To: Anne Arundel County Department of Detention Facilities (AACDDF)

- III. Purpose: To establish guidelines for the monitoring of employees (probationary, newly promoted or transferring to a different classification).

- IV. Policy:
 - A. With the exception of Detention Officers, all classified appointments shall be made on a probationary basis for six (6) months but may be extended to twelve (12) months upon approval of the Personnel Officer.

 - B. Classified employees hired, re-hired, transferred or promoted to Detention Officer shall be considered probationary until completion of the requirements of the Maryland Police and Correctional Training Commission’s entry level program and successful completion of a separate twelve (12) months as a Detention Officer.

 - C. Detention Officers who are re-hired in accordance with the provisions of section B-12 of the ERM shall complete probationary period as designated in section B-12 of ERM.

 - D. To provide guidance and increased supervision during the probationary period, each employee shall be issued a Position Description Form, in conjunction with Job Responsibilities Performance Factors, by the Management Assistant II (MAII)-Personnel detailing the responsibilities and critical elements of the job. These shall be incorporated into the Pre-Service Training Program and reviewed, in detail, with each employee.

 - E. Each employee shall be rated using the Monthly Probationary Evaluation.
 - 1. The Training Director/Supervisor shall be responsible for completing the Monthly Probationary Evaluation (Appendix 1), due the 10th of each month for the preceding month, for each employee (probationary, newly promoted or transferring to a different classification).

2. When an employee is assigned to training and a facility assignment during the same month, the Training Director or supervisor responsible for the larger period of supervision shall complete the Monthly Probationary Evaluation. Where the periods are equal, the current supervisor shall complete the Monthly Probationary Evaluation and discuss it with the Training Director.
 3. The employee's supervisor shall be responsible for completing the Monthly Probationary Evaluation during the employee's on-the-job portion of training and when the employee is assigned to the Field Training Program. The Field Training Program Weekly Report shall be considered separate and shall not relieve the supervisor from completing the Monthly Probationary Evaluation.
 4. Employees who have completed training but remain on probation shall continue to be evaluated on a Monthly Probationary Evaluation by the employee's supervisor for the entire probationary period or until a Performance Planning and Appraisal (PP&A) is completed to remove the employee from this status.
 5. Monthly Probationary Evaluations shall be completed for one (1) year for promoted or transferred employees.
 6. The supervisor completing the Monthly Probationary Evaluation shall review and discuss this with the employee and explain actions necessary to improve performance.
 7. Completed Monthly Probationary Evaluations shall be submitted to the appropriate Assistant Correctional Facility Administrator for review, then to the Management Assistant II (MAII) for inclusion in the employee's Personnel File.
- F. Unless the ACFA determines an extension of the probation period is warranted, the MA II Personnel shall forward a Performance Planning & Appraisal (PP&A) form to the employee's Supervisor at least 30 days prior to the completion of the employee's sixth month of employment.
- G. Probationary period extensions shall be processed in accordance with the Employee Relations Manual B-03 and applicable Memoranda of Agreements.
- H. In instances where an employee's probationary status is extended for an additional 6-month period, the employee's Supervisor shall continue monthly evaluations.
- I. Each employee who is rejected and discharged during the probationary period shall be informed of this decision by the Superintendent.

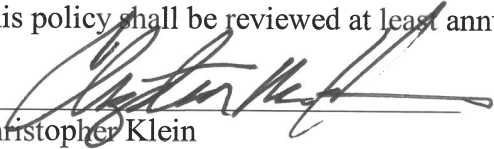
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- J. The discharge of a probationary employee shall not be subject to the grievance procedure, except in accordance with the applicable sections of the Memoranda of Agreement or County Code.

This policy shall be reviewed at least annually and revised as necessary.



Christopher Klein
Superintendent

Rescinds: AD 3.7 dated September 20, 2004
AD 03.07 dated September 9, 2011
AD 03.07 dated October 15, 2012

Appendix 1 – Monthly Probationary Evaluation