

CHAPTER 5
TRAINEE REJECTION DURING PROBATION
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CHAPTER 5

TRAINEE REJECTION DURING PROBATION

1. INTRODUCTION.

a. General. The Communications Training and Evaluation Program (CTEP) is designed to teach trainees to perform successfully on their own by meeting defined goals through structured presentation. Some individuals may be identified as unable to meet the set goals at the conclusion of their training. The Area Training Coordinator shall ensure all measures of remedial and extension training have been implemented. If success is not attained, it will be necessary to initiate the Rejection During Probation (RDP) process.

b. Rejection During Probation Factors. An RDP is stressful, not only for the trainee, but for the Communications Training Officer (CTO) and the program participants. The Department is deeply committed to the successful training of new employees. However, in some cases it is not only necessary but obligatory to reject a failing trainee in order to ensure public and officer safety. If a trainee is not progressing in the training program and it has been determined that progress to a minimally satisfactory level of performance is not possible, RDP is the next step.

2. REJECTION DURING PROBATION.

a. Rejection Options. Before a decision to reject a trainee is considered, program staff must address some basic questions regarding the training and efforts implemented to overcome the trainee's problems and difficulties.

- (1) What type of problem(s) is the trainee experiencing?
- (2) What is causing these problems?
- (3) What efforts have been made to overcome these problems?
- (4) How much remedial training has taken place?
- (5) Has there been significant improvement after remedial training, and if so, how much?
- (6) Is it possible the trainee can improve in the future?
- (7) Have the problems and remedial efforts been fully documented?

(8) Once the answers to these questions have been ascertained and the determination remains to recommend RDP, a meeting shall be held between all CTOs who have worked with the trainee and the Area Training Coordinator. The purpose of this meeting is to discuss the trainee's performance and to ensure all efforts have been made to assist the trainee through the program.

(a) If a consensus to RDP is reached, a recommendation to RDP the trainee shall be presented to the Area commander.

(b) If Cycle I, Cycle II, and Remediation of the training program have not been completed, the Area commander may deny the recommendation, in which case the trainee will continue in the program.

(c) The Area commander shall make a recommendation to the Division commander to initiate an RDP.

(d) If the Area proceeds with an RDP, the statewide CTEP Coordinator shall be notified within five business days of the Division commander notification.

(e) The statewide CTEP Coordinator shall review RDP files. The Information Management Division Chief will coordinate with the field Chief if the statewide CTEP Coordinator does not concur with the recommendation of the CC. The statewide CTEP Coordinator will include a synopsis of the review(s) in the biannual report, see Chapter 2 of this manual.

b. Rejection Procedures. Rejection procedures are regulated by the California Government Code (GC), including the Public Safety Officers Procedural Bill of Rights (GC section 3300 et seq.). These procedures are described in detail in Highway Patrol Manual (HPM) 10.2, Internal Investigations Manual. The rejection process, as it relates to this program, is defined as an RDP or Resignation In Lieu of RDP.

(1) Rejection During Probation. Rejection During Probation is covered by GC Section 19173 and defines rejection as, "during the probationary period for reasons relating to the probationer's qualifications, the good of the service, or failure to demonstrate merit, efficiency, and moral responsibility."

(2) Resignation. Resignation is a voluntary action made by the trainee. Commands shall follow procedures outlined in HPM 10.2, Chapter 10, Separations During an Internal Investigation.

(3) Demotion. A probationary employee may request a voluntary demotion. Approval is based on the availability of a vacant position and the concurrence of the affected commands.

3. POLICY, PROCEDURES, AND DOCUMENTATION. The policies, procedures, and documentation related to each type of rejection, as well as sample rejection during probation packages, are found in HPM 10.2.

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