



City of Long Beach
Working Together to Serve

Memorandum

Date: October 16, 2018
To: CIVIL SERVICE COMMISSION
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: REQUEST EXTENSION OF PROBATIONARY PERIOD FOR EAN BROWN,
PARK RANGER I

The Police Department would like to request an extension of the probationary period for Park Ranger I employee, Ean Brown. Mr. Brown has been a City of Long Beach employee since June 7, 2008. He started as a non-career Recreation Leader, then on May 13, 2017 started with the Police Department as a Police Recruit. On September 30, 2017, he transitioned to a Special Services Officer III-Armed in the Jail, after being released from the Academy. Mr. Brown was later selected for the Park Ranger position and transferred on May 12, 2018. Mr. Brown's probationary period ends on November 12, 2018.

Although Mr. Brown has not passed probation in any of the classified classifications, he has shown strong work ethic and has developed a stable work history with the City of Long Beach.

Mr. Brown has been training with the Park Ranger Supervisor and has shown great understanding and a willingness to learn. Currently, he has not been able to attend the PC 832 Firearms Training, due to the limited availability of the class. Mr. Brown is currently scheduled to take the earliest available class in November 2018. Since Mr. Brown will not be able to complete the training prior to his probationary period, we request his probation be extended for three (3) months, to February 2019. This extension will allow him to complete his training and allow our staff to monitor his progress post training.

We are confident that once Mr. Brown has completed the PC 832 Firearms training, he will be prepared to pass probation in the Park Ranger classification.

If you have any questions, please contact me or my Personnel Administrator Paula Gallegos, at extension 87310.

RL:PG:ng
Probation Extension – Ean Brown.doc

CIVIL SERV DEPT - HODU
OCT 25 10 46 AM '18

Human Resources Approval <i>GM 10/25/18</i>	
<i>[Signature]</i>	<i>10/25/18</i>
Director or Designee	Date

**CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES**

REQUEST FOR EXTENSION OF PROBATION

**Civil Service Rules and Regulations Section 41 (2)
Civil Service Commission Policy Section 1.01**

Form completed by: Nicole Gross/Administrative Analyst III/Police Department Date: 10 - 17 - 18
Name/Title/Department

Section 1: <i>To be completed by requesting department.</i>	To be completed by department	Civil Service Dept. Verification
A requisition is not required.		
Is any other department impacted? If yes, which department: _____	Yes <input type="radio"/> No <input checked="" type="radio"/>	AP
A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department?	Attached Yes <input checked="" type="radio"/> No <input type="radio"/>	AP

Section 2: *Points to be addressed in request:*

Formal name and current classification title of employee.	Ean Brown, Park Ranger I	AP
Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification.	See attached memo	AP
The date the employee will complete probation. Date: <u>11/12/18</u> Request must be submitted 30 days prior to completion of probation.		AP
A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation.	See attached memo	AP
Which policy criteria is being utilized and how the request meets the criteria required in the policy. Civil Service Rules and Regulations Section 41 (2) & Policy 1.01	A - 2	AP
Length of extension requested. (A maximum extension of 3 months may be requested; a second 3- month extension may be requested at a later date, if necessary.)	3 months	AP
The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none"> • Requesting department. • The impacted employee's attendance is optional. 		AP

Notes:

SUGGESTED ACTION: Staff recommends approval of Ms. Hernandez's request for extension of probation. Please see notes below. -AP

Agenda Item No. 11

On October 29, 2018, the Civil Service Department received a Request for Extension of Probation from the Police Department, in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Ean Brown has been a City of Long Beach employee since June 7, 2008. He started as a non-career Recreation Leader, then on May 13, 2017 started with the Police Department as a Police Recruit. On September 30, 2017, he transitioned to a Special Services Officer III-Armed in the Jail after being released from the Academy. Mr. Brown was later selected for the Park Ranger position and transferred on May 12, 2018.

Currently, Ean Brown has not been able to attend the PC 832 Firearms Training due to limited availability of the class. Mr. Brown is scheduled to take the earliest available class in November 2018. Mr. Brown's probationary period ends on November 12, 2018. The Police Department is requesting to extend his probation for an additional three (3) months to February 2019, as the existing probationary period does not provide enough time for him to complete the training.

Mr. Brown has been notified that this request is on the Civil Service Commission agenda for November 7, 2018. A representative from the Police Department is available for any questions regarding the request. Staff recommends approval of Mr. Brown's request for extension of probation.