

CIVIL SERVICE DEPARTMENT  
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

## REQUEST FOR REAPPOINTMENT OF RESIGNED EMPLOYEE

Civil Service Rules and Regulations    Section 45  
Civil Service Commission Policy        Not Applicable

Form completed by: Paula Gallegos/Personnel Administrator/ Police Department  
Name/Title/Department

Date: 12-23-19

**Section 1: To be completed by requesting department.**

To be completed  
by department

Civil Service Dept.  
Verification

A requisition is required. The requisition number is: # PD20-008. Received 10/30/19  
Has the requisition been received in the Civil Service Department?

☒ Yes    No

CP

Is there an existing priority list? If yes, contact Civil Service.

Yes    ☒ No

CP

Have all required documents been submitted to the Civil Service Department?

- Request signed by former employee.
- Corresponding request from hiring department.

☒ Yes    No  
☒ Yes    No

CP

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

Formal name of employee and summary of employee's work history, specifying all classification titles and dates including date(s) permanent status was attained in each classification. **Name: Austin Craig**

**See  
Attached  
Memo**

CP

Classification title for reappointment:

**Police Officer** CP

Did the employee resign from the City in good standing?

☒ Yes    No

CP

The employee was referred to the Human Resources Department and/or hiring department regarding benefits, salary, department status, working conditions, etc.

☒ Yes    No

CP

The employee has been notified that a new probation period is required and that all prior Civil Service rights have been severed.

☒ Yes    No

CP

The following should be in attendance at the Civil Service Commission meeting:

- Requesting department.
- The employee requesting reappointment (recommended).

✓

CP

Notes:

**Personnel Administrator Paula Gallegos and Sgt Stephanie Hall will be representing the Police Department. Mr. Craig has been requested to attend.**

SUGGESTED ACTION:

Please see next page for notes and suggested action.



**NOTES:**

On January 2, 2020, the Civil Service Department received a Request for Reappointment of Resigned Employee from the Police Department for a Police Officer, in accordance with the provisions of Section 45 of the Civil Service Rules and Regulations.

The resigned employee, Officer Austin Craig, was hired with the City as a Police Recruit with the Police Department on March 23, 2016.

On September 24, 2016, he graduated from the Police Academy Class.

Officer Craig successfully passed probation on October 1, 2017 and remained in good standing throughout his 3 years and 6 months of service with the City of Long Beach.

On October 15, 2019, Officer Craig resigned from his position to accept employment as a Police Officer with the Oceanside Police Department.

On November 27, 2019, Officer Craig submitted an email correspondence to Chief Robert Luna of the Long Beach Police Department, requesting to be reappointed as a Police Officer for the Department.

In the memorandum submitted by the Police Department to the Civil Service Commission, the Department requests the reappointment of Officer Austin Craig to the position of Police Officer. The memorandum states that per POST guidelines, the Police Department has completed a background investigation on Officer Craig. He will be submitted to a pre-employment medical exam through the City of Long Beach Department of Human Resources, Occupational Health Clinic.

Officer Craig has expressed a desire to return to the Police Department. The Police Department is in support of the reappointment of Officer Craig in the event the Civil Service Commission approves the request.

Representatives from the Police Department will be present at the Civil Service Commission meeting on January 8, 2020 to answer any questions.

The Department has advised Officer Craig of the terms and conditions of his reappointment.

Civil Service Department staff has notified Officer Craig that a new probation period is required and that all prior Civil Service rights have been severed.

**SUGGESTED ACTION:**

Civil Service Department staff recommends the approval of Officer Craig's Request for Reappointment to the Police Department as a Police Officer.





**Date:** December 23, 2019  
**To:** CIVIL SERVICE COMMISSION  
**From:** Robert G. Luna, Chief of Police *R. Luna*  
**Subject:** REQUEST FOR REAPPOINTMENT OF RESIGNED EMPLOYEE- AUSTIN CRAIG

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In accordance with Article V, Section 45 of the Civil Service Rules and Regulations, the Police Department respectfully requests the Commission's approval to reappoint resigned employee Austin Craig to the classification of Police Officer.

Austin Craig was originally hired as a Police Recruit on March 23, 2016 and graduated from the Police Academy Class on September 24, 2016. On October 1, 2017 he successfully passed probation and remained in good standing throughout his 3 years and 6 months of service with the City of Long Beach. On October 15, 2019, Officer Craig resigned from his position to accept employment as a Police Officer with the Oceanside Police Department.

In the event the Commission approves this request, the Police Department intends to use approved requisition PD20-008 to rehire Officer Craig. As per POST guidelines, the Police Department has completed a background investigation on Officer Craig and will be submitted to a pre-employment medical exam through the City of Long Beach Department of Human Resources, Occupational Health Clinic.

Officer Craig has been advised of the terms and conditions of the reappointment and understands that if approved he will serve a new probationary period.

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

RL:PG:ca  
Request for Reappointment of Resigned Employee- A. Craig

Attachments

Human Resources Approval	
<i>[Signature]</i>	12/30/19
Director or Designee	Date



Austin Craig



November 27, 2019

Long Beach Police Department  
400 West Broadway  
Long Beach, CA 90802

Attention: Chief Robert Luna

Dear Chief Luna,

On October 15, 2019, I resigned from the Long Beach Police Department to continue my law enforcement career with the Oceanside Police Department, as it is closer to home. Unfortunately, after spending a month there, I find that the Oceanside Police Department is not for me, and I am writing this letter in hopes to be reinstated as a Police Officer for the Long Beach Police Department. The Long Beach Police Department is my home which offers professionalism, comradery, and excellent training, thus I know I can continue to confidently further my career as I have for the past three years. I believe my heart is still, and will always be with the Long Beach Police Department. I would be leaving the Oceanside Police Department on good terms and have not received any discipline as of now.

I appreciate and thank you for taking the time to read this letter and hope you will consider reinstating me as a Police Officer for the City of Long Beach.

Respectfully,

  
Austin Craig