

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: Paula Gallegos/Administrative Officer/Police      Date: 07 \_27 \_20  
Name/Title/Department

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

To be completed  
by department

Civil Service Dept.  
Verification

A requisition is not required.

No

SV

Is any other department impacted?  
If yes, which department: N/A

Yes

No

SV

A completed Employee Performance Evaluation is required. Has the form  
been received in the Civil Service Department?

Yes

No

SV

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

Formal name and current classification title of employee. Jose Guerrero, SSO III-Armed

PG

SV

Summary of employee's work history, specifying all classification titles and dates,  
including date(s) permanent status was attained in each classification. See Memo

PG

SV

The date the employee will complete probation. Date: 8/15/2020  
Request must be submitted 30 days prior to completion of probation.

PG

SV

A statement of the problem and specific reasons for request. Rationale as to how/why  
an extension will allow employee to pass probation. See Memo

PG

SV

Which policy criteria is being utilized and how the request meets the criteria required in  
the policy. See Memo

PG

SV

Length of extension requested. 90 day extension  
(A maximum extension of 3 months may be requested; a second 3- month extension  
may be requested at a later date, if necessary.)

PG

SV

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

- Requesting department.
- The impacted employee's attendance is optional. Paula Gallegos, Administrative Officer,  
or representative will be in attendance

PG

SV

Notes:

Please see attached Civil Service Memo.

SUGGESTED ACTION:



**Date:** August 5, 2020

**To:** Civil Service Commission

**From:** Sheree Valdoria, Personnel Analyst

**Subject:** **COVID 19- RELATED - REQUEST FOR EXTENSION OF PROBATIONARY PERIOD FOR JOSE GUERRERO, SPECIAL SERVICES OFFICER III – ARMED**

---

On July 29, 2020, the Civil Service Department received a Request for an Extension of Probationary Period for Jose Guerrero, Special Services Officer III-Armed, from the Police Department, in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 A(2) of the Civil Service Policies and Procedures.

**Facts for Consideration**

- On February 15, 2020, Mr. Guerrero was hired from the Special Services Officer eligible list by the Police Department as a Special Services Officer III – Armed in the Marine Patrol.
- The Department requires Special Services Officers assigned to the Marine Patrol to complete certification and/or training in the following: California POST PC 832- Laws of Arrest and Firearms; Long Beach PD Basic Arrest and Control Techniques; Long Beach PD Basic Baton Training; and Long Beach PD Basic Conducted Electronic Weapon Training.
- Due to the COVID-19 health crisis and multiple law enforcement agencies being on tactical alert due to ongoing protests and civil unrest, other mandated training has not been available.
- Mr. Guerrero is scheduled to take the PC 832-Firearms Course on August 25-30, 2020 and the Long Beach PD Basic Conducted Electronic Weapon Training on October 2020.
- As of July 17, 2020, Mr. Guerrero has approximately 209.50 scheduled hours remaining in his probationary period. Mr. Guerrero's probationary period is scheduled to conclude on or around August 15, 2020.
- The Police Department is requesting to extend Mr. Guerrero's probationary period for an additional 3 months (522 scheduled hours) to November 15, 2020 in order for Mr. Guerrero to complete his training and closely monitor his performance progress post training.
- The Police Department did not submit this request to Commission earlier due to several factors including uncontrollable circumstances related to the COVID-19 health crisis and the civil unrest and protests.

August 5, 2020

Page 2

**Recommendation**

- When considering the late submission of this request, staff did take into consideration the extenuating circumstances identified by the Chief of Police in his request to the Commission. Staff does recommend approval of Mr. Guerrero's extension of probationary period in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 A(2) of the Civil Service Policies and Procedures.
- The Police Department and Mr. Guerrero has been notified that this request will be on the Commission agenda. The Department will be present for any questions from the Commission.

Date: July 27, 2020

To: CIVIL SERVICE COMMISSION

From: Robert G. Luna, Chief of Police

Subject: **REQUEST EXTENSION OF PROBATIONARY PERIOD FOR JOSE GUERRERO, SPECIAL SERVICES OFFICER III**

---

The Police Department respectfully requests that the Commission grant an extension of the probationary period for Special Services Officer III, Jose Guerrero #11517, in accordance with Section 41 (2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. Guerrero was hired as a Police Recruit on September 29, 2019. On February 15, 2020, he transitioned to a Special Services Officer III-Armed in the Marine Patrol, after being released from the Academy. Mr. Guerrero's probationary period ends on August 15, 2020.

Special Services Officers assigned to the Marine Patrol Detail must gain certification in California POST PC 832-Laws of Arrest and Firearms, Long Beach PD Basic Arrest and Control Techniques, Long Beach PD Basic Baton Training and Long Beach PD Basic Conducted Electronic Weapon (CEW) Training. Due to uncontrolled circumstances of COVID-19, as well as multiple law enforcement agencies being on a tactical alert due to the ongoing protests and civil unrest; other mandated training have not been available. He is scheduled to take the PC 832- Firearms course on August 25-30, 2020 and the Long Beach PD Basic Conducted Electronic Weapon (CEW) Training in October 2020.

Since Mr. Guerrero will not be able to complete the training within his current probationary period, we request his probation be extended for three (3) months, to November 15, 2020. This extension will allow him to successfully complete his training and allow our staff to continue close monitoring of his performance progress post training.

We are confident that once Mr. Guerrero has completed the PC832 – Firearms and Long Beach PD Basic Conducted Electronic Weapon (CEW) Training he will be prepared to pass probation in the Special Services Officer III classification.

The Commission did not receive this request earlier due to number of factors including uncontrollable circumstances of COVID-19 and Civil Unrest Protest. The Police Department appreciates the Commission reviewing the request on short notice.

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

RGL:PG:dm  
Probation Extension-Jose Guerrero

APPROVED:

---

Alejandrina Basquez,  
Director of Human Resources