

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: <i>To be completed by requesting department.</i>	To be completed by department	Civil Service Dept. Verification
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A requisition is not required.	No	SV
Is any other department impacted? If yes, which department: <u>N/A</u>	Yes <u>No</u>	SV
A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department?	<u>Yes</u> No	SV

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

Formal name and current classification title of employee. Jeffrey Pina, 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: <u>8/25/2020</u> 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: <ul style="list-style-type: none"> Requesting department. The impacted employee's attendance is optional. <div style="margin-left: 400px;">Paula Gallegos, Administrative Officer, or representative will be in attendance</div>	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 JEFFREY PINA, SPECIAL SERVICES OFFICER III – ARMED**

On July 29, 2020, the Civil Service Department received a Request for an Extension of Probationary Period for Jeffrey Pina, 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 25, 2020, Mr. Pina 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 crisis and multiple law enforcement agencies being in tactical alert due to ongoing protests and civil unrest, other mandated training had not been available.
- Mr. Pina 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. Pina has approximately 214 scheduled hours remaining in his probationary period. Mr. Pina's probationary period is scheduled to conclude on or around August 25, 2020.
- The Police Department is requesting to extend Mr. Pina's probationary period for an additional 3 months (522 scheduled hours) to November 25, 2020, for Mr. Pina 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.

Recommendation

August 5, 2020

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- 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. Pina'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. Pina has been notified that this request will be on the Commission agenda. The Department will be present for any questions from the Commission.

Memorandum

Date: July 27, 2020

To: CIVIL SERVICE COMMISSION

From: Robert G. Luna, Chief of Police

Subject: **REQUEST EXTENSION OF PROBATIONARY PERIOD FOR JEFFREY PINA,
SPECIAL SERVICES OFFICER III**

The Police Department respectfully requests that the Commission grant an extension of the probationary period for Special Services Officer III, Jeffrey Pina #11344, 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. Pina was hired as a Police Recruit on April 3, 2019. On February 25, 2020, he transitioned to a Special Services Officer III-Armed in the Marine Patrol, after being released from the Academy. Mr. Pina's probationary period ends on August 25, 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. Pina 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 25, 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. Pina 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-Jeffrey Pina

APPROVED:

Alejandrina Basquez,
Director of Human Resources