

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR EXTENSION OF PROBATION

Civil Service Rules and Regulations
Civil Service Commission Policy

Section 41 (2)
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. Raquelle Hutt, SSO III-Armed

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

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The date the employee will complete probation. Date: 9/14/2020
Request must be submitted 30 days prior to completion of probation.

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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

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

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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.)

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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

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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 RAQUELLE HUTT, SPECIAL SERVICES OFFICER III – ARMED**

On July 29, 2020, the Civil Service Department received a Request for an Extension of Probationary Period for Raquelle Hutt, 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 March 14, 2020, Ms. Hutt 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.
- Ms. Hutt 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, Ms. Hutt has approximately 324 scheduled hours remaining in his probationary period. Ms. Hutt's probationary period is scheduled to conclude on or around September 14, 2020.
- The Police Department is requesting to extend Ms. Hutt's probationary period for an additional 3 months (522 scheduled hours) to December 14, 2020, for Ms. Hutt to complete her training and closely monitor her performance progress post training.

Recommendation

- Staff recommends approval of Ms. Hutt'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 Ms. Hutt 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 RAQUELLE HUTT,
SPECIAL SERVICES OFFICER III**

The Police Department respectfully requests that the Commission grant an extension of the probationary period for Special Services Officer III, Raquelle Hutt #11534, in accordance with Section 41 (2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Ms. Hutt was hired as a Police Recruit on August 29, 2019. On March 14, 2020, she transitioned to a Special Services Officer III-Armed in the Marine Patrol, after being released from the Academy. Ms. Hutt's probationary period ends on September 14, 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. She 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 Ms. Hutt will not be able to complete the training within her current probationary period, we request her probation be extended for three (3) months, to December 14, 2020. This extension will allow her to successfully complete her training and allow our staff to continue close monitoring of her performance progress post training.

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

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

RGL:PG:dm
Probation Extension-Raquelle Hutt

APPROVED:

Alejandrina Basquez,
Director of Human Resources