



## Memorandum

**Date:** October 11, 2023

**To:** Civil Service Commission

**From:** Maria Cano, Personnel Analyst

**Subject:** **REQUEST FOR EXTENSION OF PROBATIONARY PERIOD FOR MIYUKI AZUMA, SPECIAL SERVICES OFFICER III**

On September 11, 2023, the Civil Service Department received a request from Elsa Ramos, Personnel Administrator in the Police Department for an Extension of the Probationary Period for Miyuki Azuma, Special Services Officer III, in accordance with, Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 (1) of the Civil Service Policies and Procedures.

### Facts for Consideration

- Miyuki Azuma was hired as a Special Services Officer III assigned to the Jail Division in the Support Bureau on May 8, 2023.
- As a condition of probation, Special Services Officers assigned to the Jail Division are required to attend a structured Custody Officer Academy through the Los Angeles Police Department comprised of 2 weeks of orientation followed by 16 weeks of Academy instruction.
- Ms. Azuma is scheduled to start the Custody Officer Academy in February 2024. It is anticipated that Ms. Azuma will complete the training in June 2024.
- Following the completion of the Custody Officer Academy, Ms. Azuma will undergo an 8-hour re-acclimation training to review the Long Beach Police Department's Policies and Procedures.
- After completion of the training, Ms. Azuma will complete her probationary period.



- Ms. Azuma's probation is currently scheduled to conclude on or about November 17, 2023. It is requested that an extension be granted for an additional 3 Months (522 hours) in accordance with, Article V, Section 41(2) of the Civil Service Rules and Regulations which allows for extensions in increments of 3 months (522 hours).
- The extension of probation would allow for the completion of the required Custody Officer Academy and to evaluate Ms. Azuma's performance. Ms. Azuma has been evaluated during her probationary period and has signed her probationary evaluation. Additionally, she has been advised that completion of the Custody Officer Academy is required to achieve permanent status in the classification.
- If another Extension of Probation is required, Article V, Section 41(2) of the Civil Service Rules and Regulations allows for a second extension. It shall be the responsibility of the Police Department to submit a timely request.

### **Recommendation**

Staff recommends approving Special Services Officer Azuma's extension of the probationary period per Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01(1) of the Civil Service Policies and Procedures.

The Police Department and Ms. Azuma have been notified that this request will be on the Commission's agenda. The Department will be present for any questions from the Commission.



**Memorandum**

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Date: September 28, 2023

To: Christina Winting, Executive Director, Civil Service Department

From: Elsa Ramos, Personnel Administrator, Police Department 

Subject: **REQUEST TO EXTEND PROBATIONARY PERIOD: SPECIAL SERVICES OFFICER III,  
MIYUKI AZUMA**

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The Police Department respectfully requests that the Civil Service Commission grant a probationary period extension to Miyuki Azuma, Special Services Officer III (SSO), in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 A (1) of the Civil Service Policies and Procedures.

Ms. Azuma was hired on May 8, 2023, as an SSO assigned to the Jail Division in the Support Bureau. As a condition of probation, Special Services Officers assigned to the Jail Division are required to attend a structured In-custody Officer Academy (Academy) through the Los Angeles Police Department which is comprised of 2 weeks of orientation followed by 16 weeks of Academy instruction.

The Department requests an extension of probation to continue to allow the required training and evaluate Ms. Azuma's performance. Ms. Azuma is scheduled to attend the next Academy, set to begin in February 2024, and is expected to complete the training in June 2024. Following the completion of the Academy, Ms. Azuma will undergo an 8-hour reacclimation training to review Long Beach Police Department's Policies and Procedures. After completion of the aforementioned trainings Ms. Azuma will complete her probationary period.

Ms. Azuma's probation is scheduled to conclude on or around November 17, 2023. It is requested that an extension be granted for an additional 90 days (522 hours). The extension will allow Ms. Azuma to attend the required training for her current assignment and for the Department to continue to closely monitor her progress during the training period.

Thank you for your consideration of this request. Please contact Elsa Ramos, Personnel Administrator, at [Elsa.Ramos@longbeach.gov](mailto:Elsa.Ramos@longbeach.gov) should you have any questions or require additional information.

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: \_\_\_\_\_ Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
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.

Is any other department impacted?  
If yes, which department: \_\_\_\_\_

Yes **No**

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

**Yes** No

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

Formal name and current classification title of employee. **Miyuki Azuma**

**MC**

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

See Memo

**MC**

The date the employee will complete probation. Date: \_\_\_\_\_ 11/17/2023-MC  
Request must be submitted 30 days prior to completion of probation. Probation is scheduled to conclude on or about November 17, 2023. -MC

**MC**

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

**MC**

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

**MC**

Length of extension requested. **90-Day extension (522)**  
(A maximum extension of 3 months may be requested; a second 3- month extension may be requested at a later date, if necessary.)

**MC**

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

- Requesting department. **Elsa Ramos, Personnel Administrator**
- The impacted employee's attendance is optional. **Miyuki Azuma has been advised.**

**MC**

Notes:

SUGGESTED ACTION: **Staff recommends approval of this request.**