



Memorandum

Date: January 4, 2023

To: Civil Service Commission

From: Maria Cano, Personnel Analyst

Subject: **COVID-19 RELATED: REQUEST FOR EXTENSION OF PROBATIONARY PERIOD FOR ANDREW GALINDO, HARBOR PATROL OFFICER II**

On December 15, 2022, the Civil Service Department received a request from the Harbor Department for an Extension of the Probationary Period for Andrew Galindo, Harbor Patrol Officer II, in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01(A2) of the Civil Service Policies and Procedures.

Facts for Consideration

- On January 3, 2022, Mr. Galindo was hired by the Harbor Department as a Harbor Patrol Officer II.
- The Harbor Department requires all Harbor Patrol Officers II must complete the Security Division's Maritime Security Academy and structured four-month Field Training Program during the probationary period.
- There have been delays in the required training for Harbor Patrol Officers which are attributed to POST Modular III Academy closures due to COVID-19 and the availability of Field Training Officers due to leaves.
- Mr. Galindo is currently in Phase I of the 4-month Field Training Academy after having completed the Maritime Security Academy on August 13, 2022.
- Mr. Galindo's probationary period is scheduled to conclude on or about January 24, 2023.



- As of the last pay period, Mr. Galindo has completed 1882 probationary hours of the required 2088 probationary hours.
- The Harbor Department is requesting a 3-month (522) hour extension of Mr. Galindo's probationary period. The requested amount of extension time is necessary for Mr. Galindo to have sufficient time to complete the requirements of his probation.
- Granting the extension of probation would allow Mr. Galindo to continue his training in the Field Training Program. The Harbor Department is aware that if another extension is required, Article V, Section 41(2) of the Civil Service Rules and Regulations allows for a second request.

Recommendation

- Staff recommends approval of Mr. Galindo's extension of the probationary period in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01(A2) of the Civil Service Policies and Procedures.
- The Harbor Department and Mr. Galindo have been notified that this request will be on the Commission agenda. The Department will be present for any questions from the Commission.



Memorandum

Date: December 15, 2022

To: Civil Service Commission

From: Sandy Witz, ^{SW} Director of Human Resources

Subject: **REQUEST TO EXTEND PROBATIONARY PERIOD FOR ANDREW GALINDO, PERMANENT FULL TIME HARBOR PATROL OFFICER II**

The Security Division respectfully requests a probationary period extension for Andrew Galindo, Harbor Patrol Officer II, in accordance with Sections 41(2) and 115 of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. Galindo was hired January 3, 2022, as a Harbor Patrol Officer II. The Harbor Department requires all Harbor Patrol Officers II must successfully complete the Security Division's Maritime Security Academy and structured four-month Field Training Program during the probationary period.

The Harbor Department is requesting an extension to continue to allow the required training and evaluate Mr. Galindo's performance. Mr. Galindo will begin Phase I of the four and a half month Field Training Program after completing the Maritime Security Academy in August 13, 2022. The recent delays in required training for Harbor Patrol Officers have been attributed to:

- POST Modular III Academy Closure Due to COVID-19; and
- Availability of Field Training Officers Due to Leaves.

Mr. Galindo's probation is currently scheduled to conclude on or around January 24, 2023. It is requested that an extension be granted for an additional 3 months (560 hours). This will allow the department to continue to closely monitor the employee's performance while attending participating in the Field Training Program. A second extension may be requested to Commission to ensure Mr. Galindo's completion of required training.


Thank you for your consideration of this request. If you have any further questions or require additional information, please contact me or my staff at (562) 283-7821.



Memorandum

Date: November 29, 2022

To: Sandy Witz, Director of Human Resources

From: Casey J. Hehr, Director of Security 

Subject: REQUEST TO EXTEND PROBATIONARY PERIOD – ANDREW GALINDO

The Security Division respectfully requests a probationary period extension for Andrew Galindo, Harbor Patrol Officer II-Armed, in accordance with Sections 41(2) and 115 of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. Galindo was hired January 3, 2022, as a Harbor Patrol Officer II-Armed. The Harbor Department requires all Harbor Patrol Officers II-Armed to attend an intensive initial training program, the Maritime Security Academy (MSA), followed by a structured four and a half month Field Training Program.

The Harbor Department is requesting an extension in order that Mr. Galindo can complete the required training needed for the Harbor Patrol Officer II-Armed position. Mr. Galindo was assigned to attend the POST Basic Course Module III component of the MSA; this course started on January 6, 2022. Due to the pandemic, Mr. Galindo was unable to successfully complete the course. He subsequently was enrolled in the next available Long Beach City College (LBCC) class component of the MSA, which started on February 7, 2022. He successfully completed LBCC on April 26, 2022. He was then enrolled in the next POST Basic Course Module III component which started on June 16, 2022. He successfully completed this course on August 13, 2022. Mr. Galindo received firearms instruction; however, he failed to achieve his firearms qualification on his first and second attempt, September 6, 2022 and October 4, 2022, respectively. He subsequently received significant firearms and range instruction and eventually was able to qualify on November 7, 2022. Mr. Galindo will enter the four and a half month Field Training Program once a Training Officer is available. An extension is necessary to allow the Department to monitor Mr. Galindo's performance while completing the Field Training Program. The training delays encountered because of pandemic related course cancellations, and the need to repeat firearms training will prevent Mr. Galindo from completing his training within his probationary period.

Mr. Galindo's probation is currently scheduled to conclude on or around January 24, 2023. It is requested that an extension be granted for an additional 90 days (560 hours). This will allow the Department to continue to closely monitor the employee's performance once he begins the Department's Field Training Program.

Thank you for your consideration of this request. If you have any further questions or require additional information, please contact me or my staff at (562) 283-7812.

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: David Espinoza, Manager of Employee Relations and HR Services, Harbor Department
Date: 12-15-22

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**

MC

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

Yes No

MC

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

Formal name and current classification title of employee.

Andrew Galindo, Harbor Patrol Officer II

MC

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

Mr. Galindo was hired January 3, 2022, as a Harbor Patrol Officer II and is in probationary status.

MC

The date the employee will complete probation. Date: **January 24, 2023**
Request must be submitted 30 days prior to completion of probation.

MC
12/15/2022

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

MC

Which policy criteria is being utilized and how the request meets the criteria required in the policy. **Harbor Patrol Officers II must successfully complete the Maritime Security Academy and structured four month Field Training Program during the probationary period. The request for additional hours is to accommodate completion of the program.**

MC

Length of extension requested. **3 months (560 hours)** (request will be modified for 3 months 522 hours standard CSC request-MC)
(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. **Representative from Harbor Department's Human Resources Division will be in attendance.**
- The impacted employee's attendance is optional.

MC

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

Notes:

SUGGESTED ACTION:

Staff recommends approval of this request.