



## Memorandum

**Date:** March 1, 2023

**To:** Civil Service Commission

**From:** Maria Cano, Personnel Analyst

**Subject:** **REQUEST FOR EXTENSION OF PROBATIONARY PERIOD FOR RYAN CLAYSON, SPECIALS SERVICES OFFICER III**

On February 16, 2023, the Civil Service Department received a request from the Police Department for an Extension of the Probationary Period for Ryan Clayson, Specials Services Officer III, in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

### Facts for Consideration

- Mr. Clayson was originally hired as a Police Recruit on August 29, 2022. On September 24, 2022, Mr. Clayson transferred to the classification of Special Services Officer III 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 Custody Officer Academy through the Los Angeles Police Department comprised of 2 weeks of orientation followed by 16 weeks of Academy instruction. The next Academy is tentatively scheduled to start in March 2023 and end in July 2023.
- The Department requests an extension of probation to allow for the completion of the required training and evaluate Mr. Clayton's performance. Mr. Clayson is scheduled to attend the next Custody Officer Academy from, March through July 2023.
- Following the completion of the Academy, Mr. Clayson will undergo re-acclimation training to review Long Beach Police Department's Policies and Procedures.



- After completion of the aforementioned training and re-acclimation Mr. Clayson will complete his probationary period.
- Mr. Clayson's probation is currently scheduled to conclude on or around March 24, 2023. It is requested that an extension be granted for an additional 3 Months (522 hours).
- 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 approval of Mr. Clayson'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 of the Civil Service Policies and Procedures.
- The Police Department and Mr. Clayson have been notified that this request will be on the Commission agenda. The Department will be present for any questions from the Commission.



**Memorandum**

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Date: February 16, 2023

To: Christina Winting, Director of Civil Service

From: Elsa Ramos, Acting Personnel Administrator, Police Department

Subject: **REQUEST TO EXTEND PROBATIONARY PERIOD:**   
**RYAN CLAYSON, SPECIALS SERVICES OFFICER III**

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The Police Department (Department) respectfully requests that the Civil Service Commission grant a probationary period extension to Ryan Clayson, 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.

Mr. Clayson was originally hired as a Police Recruit on August 29, 2022. On September 24, Mr. Clayson requested that he be reclassified to the classification of Special Services Officer III and 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 Custody Officer Academy (Academy) through the Los Angeles Police Department comprised of 2 weeks of orientation followed by 16 weeks of Academy instruction. The next Academy is tentatively scheduled for March 2023.

The Department requests an extension of probation to continue to allow the required training and evaluate Mr. Clayton's performance. Mr. Clayson is scheduled to attend the next Academy in March 2023 and anticipated to complete the training in July 2023. Following the completion of the Academy, Mr. Clayson will undergo an 8-hour reacclimation training to review Long Beach Police Department's Policies and Procedures. After completion of the aforementioned trainings Mr. Clayson will complete his probationary period.

Mr. Clayson's probation is currently scheduled to conclude on or around March 24, 2023. It is requested that an extension be granted for an additional 90 days (522 hours). The extension will allow the department to continue to closely monitor Mr. Clayson's progress while attending the Academy.

Thank you for your consideration of this request. Please contact Elsa Ramos, Acting 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**

**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. **Ryan Clayson Special Services Officer III**

**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: **3/24/2023**  
Request must be submitted 30 days prior to completion of probation.

**MC**

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**

**MC**

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

**MC**

Length of extension requested. **90 Day Extension (522 hours)**  
(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 will be in attendance**
- The impacted employee's attendance is optional. **Mr. Clayson has been advised**

**MC**

Notes:

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