

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Promotional Probationary Status		CHAPTER/SECTION NO.: 24.8	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <b>** See Master File Sheriff</b>	
STANDARD NUMBER: 34.1.7			

## 24.8 Policy

- 24.8.1 Probationary procedures are in compliance with Weber County Personnel Policies and Procedures.
- 24.8.2 All newly promoted personnel shall serve a six month probationary period, but in no case will a probationary period be for less than six months. The probationary period may be extended for an additional six months for good cause as determined by the Sheriff and as approved by the Director of Human Resources.
  - A. During this period, the progress of the individual will be monitored and evaluated by their immediate supervisor.
    - 1. Unsatisfactory performance should be noted at the earliest possible moment and brought to the attention of the individual. The supervisor should discuss and clarify the performance deficiency/s with the individual as well as what kinds of actions can be taken by the individual to perform satisfactorily. **Such discussions will be documented by the supervisor utilizing personnel evaluation guidelines specified in the Office personnel evaluation program (refer to policy chapter 25).**
    - 2. Any unsatisfactory performance may

result in the return of the individual  
to their former position or rank.