



Ithaca Police Department

120 East Clinton Street
Ithaca, New York 14850

General Order Number: 201

Title: Recruit & Probationary Police Officers

Issuing Authority: Chief John Barber

Effective Date: May 11, 2015

Rescinds/Supersedes: All previously issued directives

Review Date: May 2017

Applicable NYSLEA Standards: 12.8, 14.1, 20.5, 32.1 32.3, 32.4

Number of Pages: 3

I. Purpose

The purpose of this directive is to establish specific rules, restrictions and limitations that apply only to those sworn members of the department who have not yet satisfactorily completed all phases of training and the designated probationary period necessary for permanent Civil Service competitive class appointment.

II. Policy

- A. Each person appointed to the position of Probationary Police Officer shall attain Police Officer certification by successfully completing a prescribed course of training.
 1. The title of Police Officer Recruit shall be used during academy training.
 2. Any such member of the department shall not portray or identify him or herself as a police officer and shall have no powers of arrest or detention.
- B. The Police Officer Recruit will be a sworn Probationary Police Officer upon successful completion of the academic portion of the Basic Course for Police Officers, Supervised Field Training and satisfactory performance during his/her probationary period.
- C. Upon approval of the Chief of Police, the Probationary Police Officer shall be awarded permanent competitive class status.

- D. New York State Police Officer certification shall be granted only after the successful completion of all phases of training as mandated by the City of Ithaca Police Department and the State of New York Bureau for Municipal Police.

III. Obedience to Rules and Regulations

- A. All Probationary Police Officers shall be subject to all General Orders and policies of the Ithaca Police Department and the Rules and Regulations of the training agency.
- B. Violation of any of the above rules, regulations or orders may be cause for dismissal. Training with respect to these rules will be provided to each Probationary Police Officer.

IV. Probationary Period

- A. An eighteen (18) month probationary period for Police Officers shall commence upon employment as a Police Officer Recruit.
- B. A probationary period of up to twenty six (26) weeks for Police Officers shall commence upon employment as a lateral transfer full time officer.

V. Performance Evaluation

- A. Police Officer Recruits and Probationary Police Officers will be continuously evaluated during their course of instruction and during any additional recruit and probationary training mandated by the City of Ithaca Police Department and in accordance with the department's field training program.
- B. Failure to maintain a satisfactory level of performance could be cause for dismissal.

VI. Other Restrictions

- A. Wearing of issued uniforms
 - 1. Both Police Officer Recruits and Probationary Police Officers shall wear the designated uniform as prescribed by the Ithaca Police Department.
 - 2. Neither classification of personnel shall be permitted to wear the uniform, except during travel to and from their residence and duty assignment.

B. Firearms

1. Police Officer Recruits shall not be permitted to carry any departmental issued weapon at any time, except when necessary to complete the required firearms portion of the Basic Course for Police Officers curriculum.
2. Probationary Police Officers shall not carry their privately owned handguns under the authority of the Ithaca Police Department, whether on duty or off duty, unless permitted in writing by the Chief of Police.
3. Upon appointment, Police Officer Recruits shall provide the Chief of Police with the make, model, caliber and serial number of any and all handguns owned by the recruit.

C. Restrictions on Off Duty Law Enforcement Action

1. Police Officer Recruits are Police Officers, but will refrain from taking police action, unless absolutely necessary. In the event police action is necessary, the police recruit shall:
 - a. Immediately contact the Tompkins County Department of Emergency Response concerning any condition or activity he or she observes which requires police attention.
 - b. Identify him/herself as a Police Officer Recruit to the Tompkins County Department of Emergency Response and the responding police officer(s) and provide them with any information and assistance.
2. Probationary Police Officers shall be permitted to take whatever police action necessary to contain a situation and identify him/herself as a police officer of the Ithaca Police Department to the Tompkins County Department of Emergency Response and responding officers. Any police action taken will be in compliance with General Order 309 Off Duty Conduct, as it relates to police intervention.
 - a. Probationary Police Officers will cooperate fully with any resulting investigation.
 - b. As soon as practical, the Probationary Police Officer shall make notification to the Chief of Police or his designee of the incident.