Report on Progress of Probationer
for Entry Level Law Enforcement Titles
State of New Jersey

_____
Appointing Authority

Preparation Date _____

Report No. _____

To _____   _____
       (Name of Probationer)   *(Employee Identification Number)*

For that part of your working test period beginning with your appointment as a probationer on

_____ and ending on _____ your job performance in the title of

_____ has been

☐ **Satisfactory**

☐ **Unsatisfactory**
   If the rating for the <u>second</u> half of the probationary
   period is unsatisfactory, the following action must be taken.

     ☐ **Notice of Termination**
        Attach supporting documentation.

_____
Signature of Employee

_____
Signature of Supervisor

_____
Signature of Manager
or Designee

1. N.J.A.C. 4A:4-5.1 et seq., provides that all appointments to entry level Law Enforcement Titles shall be subject to a working test period of twelve months. There is no provision for extension beyond the twelve month period.

2. The law requires that the appointing authority shall prepare a progress report on the employee at the end of the six months and a final report at the conclusion of the working test period.

3. The state appointing authorities are required to retain, as the official repository, all **satisfactory** working test period progress reports. If either report is **UNSATISFACTORY,** a reason shall be given and **all** progress reports and supporting documentation are to be forwarded to the New Jersey Civil Service Commission.

4. If upon conclusion of the working test period, the conduct and/or performance of the probationer is considered unsatisfactory, the appointing authority shall give written notice to the probationer and the Civil Service Commission that the services of the probationer will be discontinued, the reason(s) for such action, and the probationer's appeal rights.

5. Such notices must be submitted promptly to the Civil Service Commission. If not received within five working days after the expiration date of the working test period, it will be disapproved and the employee shall be considered to have achieved permanent status.

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