

cant shall be appointed as a member of the Police or Fire **[Bureau] Department** prior to certification of the examining physician or physicians as being capable of meeting the physical, medical and mental requirements established by the Administrative Officer **[or the Director of Public Safety]**.

Special Regulation 2.08. List of eligible applicants for employment in the Police **[Bureau] Department** or the Fire **[Bureau] Department** shall stand for one year from the date of posting unless it is found necessary to make public announcement of a new examination within a year. After the expiration of an eligible list, all applicants will be removed for consideration. New entrance examinations for members of the Police or Fire **[Bureaus] Departments** must be held sufficiently in advance of the date of expiration of the preceding list to allow compilation of a new eligibility list.

Special Regulation 2.10. When vacancies occur in the Police or Fire **[Bureau] Department**, The Director of Personnel shall, upon the request of the **[Director of Public Safety] Chief of the respective department**, certify from the eligible list **[to the Director of Public Safety]** a list of names equal to the number of vacancies to be filled. The Director of Personnel must certify the applicants in numerical standing according to the general average rating scores.

Special Regulation 2.11. The probationary period for all appointees to the Police and Fire **[Bureaus] Departments** shall be for a period of one year from the date of appointment *except for patrolmen which shall be for a period of two years from the date of appointment*.

Special Regulation 2.12. Patrolmen and firemen may be removed at any time during the probationary period by the Chief of the respective **[Bureau] Department** **[with the approval of the Director of Public Safety]**, and will not be afforded an opportunity of hearing before the Trial Board.

Special Regulation 4.01. Employees of the Fire and Police **[Bureaus] Departments** should be appraised at least once a year by their immediate superiors, and the results of such appraisals should be discussed with the employees being appraised. The purpose of these appraisals is to encourage employee growth and development.

Special Regulation 4.02. The appraisal by the superior and any comments of the employee being appraised shall be forwarded to the Director of Personnel by the chief of the appropriate **[bureau] department** for inclusion in the employee's personnel file.

Special Regulation 5.01. In order to promote high morale and discipline in the Police and Fire **[Bureaus] Departments**, all civilian employees in both **[bureaus] departments** shall be subject to the same orders, regulations and directives as all other members of the Police and Fire **[Bureaus] Departments** as far as the same are applicable and shall be considered as exceptions to the County Personnel Act in matters pertaining to employment, promotion, discipline, suspension and dismissal.

Special Regulation 6.01. Any member of the Police **[Bureau] Department** or Fire **[Bureau] Department** may be suspended for any act or failure to act which is a breach of any **[Bureau] department** order, regulation or directive existing or as may be prescribed or issued from time to time by the Chief of the Fire or Police **[Bureau] Department**, provided that each such order, regulation or directive has been issued in writing and made available to all personnel of the **[Bureau] department** to which it applies.