3-02/130.10 - Restoration of Reinstated Deputy Personnel Following Completion of Probationary Period

When a reinstated deputy has satisfactorily completed his probationary period and wishes to be restored to a previously held classification, he shall prepare a request on an SH-AD-32A. The request shall be directed to Personnel Administration Bureau.

The request shall specify the deputy's previous classification (to which he desires restoration) and the date that he voluntarily separated from the Department. It should also indicate a preference of either restoration to an existing vacancy at any unit of assignment, or restoration only at the current unit of assignment. Such a request must be reviewed by the concerned division chief or division director prior to submission to Personnel Administration Bureau.

The final decision as to restoration shall be the prerogative of the Department.

Restoration will be contingent on the following factors:

- The Department vacancy factor and/or the vacancy factor for the particular unit of assignment;
- Competent service prior to separation;
- Evaluation of all information contained in the reinstatement folder; and
- Satisfactory completion of probation following reinstatement.

Restoration may be given priority over new promotions.