



SEDONA POLICE DEPARTMENT

MEMORANDUM

DATE: February 22, 2024
TO: DC Kwitkin *1216 2-22-24*
FROM: Chief S. Foley *SF #439*
RE: Extension of Probationary Period

This memorandum is to memorize the conversation we had, and an action plan designed to assist you be successful in your role within the police department.

On January 24, 2024, we met and discussed the results of your 360 review along with action items moving forward to help assist you with communication and leadership skills. From our meeting it was agreed that you will receive three coaching classes with Julie Lancaster paid for by the police department to assist with effective communication skills to assist you with your role as deputy chief. These classes are to be scheduled by you and completed prior to probationary period extension. You are scheduled to attend an executive communications workshop through AZPOST.

You were hired by the City of Sedona March 30, 2023, and became a sworn peace officer on April 26, 2023. Your one-year probationary period will be extended until June 3, 2024. The goal of this extension is to allow the opportunity to use the additional skills provided in training and coaching sessions to strengthen your skill sets.

During this extension, I will conduct periodic check-ins with you and staff, along with another 360 review for comparison, and decided if we have reached an adequate level of communication, leadership, teamwork with your roles and responsibilities to be effective in your position as deputy chief.

Should the need arise for an adjustment to the plan, you will be notified in-person and in writing. Upon completion of your above-listed training please submit a memorandum of dates, times, and location when the training was completed.

Please sign and date you have received and understand this memorandum.

[Signature] 1216
2-22-24
Deputy Chief Kwitkin