

	SECTION:	ADMINISTRATION	ADM-141
	CHAPTER:	PERSONNEL	
	DIRECTIVE:	EVALUATIONS	

141.01 SUMMARY

This directive describes procedures for the measurement of an employee's job performance by the supervisor of the employee. Performance evaluations or appraisals are to be a fair and impartial assessment by an employee's supervisor of the way an employee is carrying out assigned duties.

141.02 ORGANIZATION OF THE EVALUATION SYSTEM

OBJECTIVES – Objectives of the performance evaluation system are to:

- Foster fair and impartial personnel decisions.
- Maintain and improve performance.
- Provide a medium for personnel counseling.
- Facilitate proper decisions regarding introductory employees.
- Provide an objective and fair means for measurement and recognition of individual performance.
- Identify training needs.

SUPERVISOR RESPONSIBILITY – It is the responsibility of an employee's Supervisor (rater) to ensure that an employee's performance evaluation is completed in a timely and proper manner.

- It is the responsibility of a Supervisor overseeing an individual who is a rater of other employees to ensure that the rater is properly trained and counseled in the proper procedures for conducting performance evaluations.
- Each employee must be made aware at the beginning of a rating period of the tasks of the position occupied, level of performance expected and evaluation rating criteria.

ANNUAL EVALUATION – A performance evaluation is required for each employee not less than once a year. A performance evaluation will normally be prepared at the time of a change in assignment, provided the assignment has lasted for at least 90 days, and termination of introductory period or employment.

**ORGANIZATION OF THE
EVALUATION SYSTEM
(con't)**

- Introductory employee evaluations shall be completed by the employee's immediate Supervisor and forwarded to the appropriate Division Deputy Chief **prior** to presentation to the employee.
- All evaluations shall be completed by the employee's immediate Supervisor and reviewed by the appropriate Commander/Section Manager for approval **prior** to presentation to the employee.
- A Supervisor may prepare a special performance evaluation for an employee at any time. Reasons for special evaluations may include exceptionally meritorious or substandard performance or short-term assignments.

SPECIFIC TIME PERIOD – Evaluation of an employee's performance covers a specific period as reflected by the dates on the evaluation form and only performance during that period will be included in that evaluation.

SIGNATURES REQUIRED – Each performance evaluation report is to be signed by the rater's Supervisor, indicating the evaluation has been reviewed and the rater's Supervisor is satisfied as to form and content of the report.

- An employee shall be given the opportunity to sign a completed performance evaluation report to indicate the employee has received it. The signature does not imply agreement or disagreement with the contents. If the employee refuses to sign, the Supervisor should note any reasons given by the employee on the evaluation report.

**141.03 MANAGEMENT OF
THE EVALUATION
SYSTEM**

CURRENT SUPERVISOR PREPARES EVALUATION – Performance evaluations will normally be prepared by the immediate Supervisor of the rated employee at the time the evaluation is due.

- Another Supervisor may prepare the evaluation if, in the opinion of the appropriate Division Deputy Chief or Chief of Police, it is more appropriate.
- Employees may have been supervised by more than one supervisor during a reporting period. In this case, the rating Supervisor should confer with the other Supervisors.

**MANAGEMENT OF THE
EVALUATION SYSTEM
(con't)**

CONTESTED EVALUATION – Performance evaluations are a key factor that may adversely affect an employee's status or continued employment with the city. As such, contested performance evaluations for employees on regular status, as defined in the City Personnel Policy Manual, are subject to the city's "**Complaint Resolution**" procedure.

PERMANENT RECORD – Permanent performance evaluations, as opposed to interim evaluations used to prepare permanent annual evaluations, are retained on a permanent basis as part of an employee's personnel history.

NEW OFFICERS RATED EVERY 30 DAYS – Every 30 days, introductory employees that have completed the Police Training Officer program but are not on regular status will receive a training performance evaluation. The immediate Supervisor will use the training observation report form for the evaluation.

**141.04 UTILIZATION OF
THE EVALUATION
SYSTEM**

Whenever possible, the employee review of a completed performance evaluation report will consist of:

- An interview between rater and employee.
- Provision for written comments by the employee.
- Introductory employees will be afforded an opportunity to contest performance reports which will consist of an interview between the employee and the rater's immediate Supervisor.
- A copy of the completed performance evaluation report shall be provided to the rated employee.

