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<b>Sworn Performance Evaluations</b>		



## I. Introduction

This Directive outlines the performance evaluation procedures for probationary and non-probationary sworn and reserve Division personnel.

## II. Policy Statements

- A. All sworn full-time employees shall receive an annual written performance evaluation within 30 days of their birthday. The performance evaluation shall be conducted within the guidelines of the Performance Evaluation System (PES) section of the Supervisor's Manual and the current collective bargaining agreement.
- B. All reserve officers, except the Reserve Colonel, shall receive an annual written performance evaluation conducted by the reserve chain of command during the month of February. The Reserve Colonel shall be evaluated by the Basic Training Section Lieutenant during the same period. The performance evaluation shall be conducted within the PES guidelines.
- C. All sworn employees who have completed the field training program, but are still within the 365-day probationary period, shall be evaluated on a monthly basis by the employee's immediate supervisor until completion of the probationary period.
- D. All probationary reserve officers shall be evaluated on a quarterly basis by the reserve chain of command from the date of commission until completion of the one-year probationary period.
- E. The appeal process for non-probationary, sworn employees and reserve officers shall be as follows:
  1. Personnel appealing a performance evaluation shall notify the chain of command in writing within 10 of the employee's working days upon receipt of a copy of the evaluation. The written notification shall include specific concerns and evidence, if available, to support a change in the evaluation.
  2. The involved personnel's chain of command, beginning with the rater's immediate supervisor, shall review the evaluation and the written concerns of the involved personnel.
  3. The supervisor reviewing the appeal and the appealing personnel are encouraged to communicate during the appeal process.
  4. If the involved personnel's objections with the evaluation are satisfied at any point during the appeal, the review process shall stop and the individual shall be notified.

### III. Procedures

#### A. Non-Probationary, Full-Time, Sworn Employee Evaluations

##### 1. Personnel Unit

- a. At least 120 days prior to an employee's birthday, advise the employee's immediate supervisor that a 90-Day Performance Evaluation Notice, form J-10.128, needs to be completed.
- b. Upon receipt of a completed 90-Day Performance Evaluation Notice, file the form in the employee's master personnel file.
- c. At least 14 days prior to an employee's birthday, advise the employee's immediate supervisor of the need to complete the Sworn Employee Performance Evaluation, form U-10.104.
- d. Upon receipt of a completed Sworn Performance Evaluation form, file the form in the employee's master personnel file.
- e. Maintain completed evaluation forms in the employee's master personnel file in compliance with the current collective bargaining agreement.

##### 2. Immediate Supervisor

- a. Complete the 90-Day Performance Evaluation Notice at least 90 days before the employee's annual evaluation.
  - (1) When the employee is rated as "No Development Needed":
    - (a) Complete the form.
    - (b) Have the employee sign the form and provide a copy to the employee.
    - (c) Forward the original form to the Personnel Unit.
  - (2) When the employee is rated as "Development Needed" in any performance category:
    - (a) Advise the employee of the area(s) needing development, and document the area(s) on the 90-Day Performance Evaluation Notice.
    - (b) Develop a plan of action with the employee to bring the work performance to an acceptable level.
    - (c) Complete the Plan of Action, form J-10.129.
    - (d) Have the employee sign both forms, and provide copies to the employee.
    - (e) Forward the original forms through the chain of command to the Personnel Unit.
    - (f) Ensure the plan of action is followed by the employee.
- b. Complete the Sworn Performance Evaluation form in compliance with the PES guidelines, at least 90 days after the employee's 90-Day Evaluation Notice.
- c. ***During the performance appraisal, supervisors should review the information in the Personnel Database with the employee to ensure their home address, phone number, and emergency***

***contact information is accurate. If inaccuracies are discovered, the employee should be referred to the Personnel Unit to update their personal information. Additionally, supervisors should remind Division personnel that if they have had a life change (for example, death in family, divorce, marriage, birth of child, etc.) they should contact the Employee Benefits Unit to ensure beneficiary information is accurate and up-to-date.***

- d. Review the evaluation and completed form with the employee.
- e. **Offer** the employee **the opportunity to** sign the completed evaluation form and provide a copy to the employee.
- f. Sign and forward the completed evaluation form to your immediate supervisor.

3. Rater's Immediate Supervisor

- a. Review the completed Sworn Performance Evaluation form.
- b. If the evaluation form is incomplete or contains errors, return it to the rating supervisor for correction.
- c. Complete the Review of Supervisor's Evaluation section as established by PES guidelines, during the subordinate supervisor's annual review.
- d. Upon completion, sign and forward the evaluation form to the Personnel Unit.

B. Non-Probationary, Reserve Officer Evaluations

1. Reserve Administrative Unit

- a. Each November, forward a blank Sworn Employee Performance Evaluation form and a copy of the reserve officer's current job description to the individual's immediate supervisor.
- b. Upon receipt of the completed evaluation, file the form in the employee's personnel file.

2. Immediate Supervisor

- a. Review the categories on the evaluation form.
- b. Complete the evaluation form in compliance with the PES guidelines.
- c. Review the completed evaluation form with the employee.
- d. Request the employee sign the completed evaluation form.
- e. Provide the employee with a copy of the completed evaluation form.
- f. Sign the completed evaluation form and forward to your immediate supervisor.

3. Rater's Immediate Supervisor

- a. Review the completed evaluation form for completeness and conformity with the PES guidelines.
- b. If the evaluation form is incomplete or contains errors, return it to the rating supervisor for correction.

- c. Complete the Review of Supervisor's Evaluation section as established by PES guidelines, during the subordinate supervisor's annual review.
  - d. Upon completion, sign and forward the evaluation form to the Reserve Administrative Unit.
- C. Probationary Sworn Employee Evaluations
- 1. Rating Supervisor
    - a. Complete the Probationary Evaluation Summary, form J-10.104. When applicable, note in the narrative section the employee's release from probationary to permanent status.
    - b. Review the evaluation with the probationary employee.
    - c. Forward the completed form through the employee's chain of command to the bureau commander.
  - 2. Bureau Commander
    - a. For new hires, review the completed Probationary Evaluation Summary form and forward it to the Field Training Officer (FTO) Coordinator for filing.
    - b. For reinstated personnel, review the completed Probationary Evaluation Summary form and forward it to the Personnel Unit for filing.
  - 3. FTO Coordinator
    - a. Maintain a file of completed Probationary Evaluation Summaries.
    - b. At the appropriate time, forward an uncompleted final Probationary Evaluation Summary form to the employee's immediate supervisor.
  - 4. Personnel Unit

Upon receipt of the final Probationary Evaluation Summary form for reinstated personnel, file it in the respective employee's master personnel file.
- D. Probationary Reserve Officer Evaluations
- 1. Rating Supervisor
    - a. Complete the quarterly Probationary Evaluation Summary form.
    - b. Review the Probationary Evaluation Summary with the probationary reserve officer.
    - c. Forward the completed Probationary Evaluation Summary through the probationary reserve officer's chain of command.
  - 2. Reserve Chain of Command
    - a. Review the completed Probationary Evaluation Summary.
    - b. File the completed Probationary Evaluation Summary in the reserve officer's master personnel file.