

Columbus Police Division Directive	EFFECTIVE	NUMBER
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Civilian Performance Appraisals		



I. Policy Statements

- A. All civilian employees of the Division shall receive an annual written performance appraisal ***in conjunction with their date of rank in their current classification.***
- B. All civilian probationary employees shall be evaluated bi-monthly and shall receive a final appraisal at the conclusion of the probationary period.
- C. The appraisal criteria used shall be specific to the employee's job description/civil service classification and shall cover work performance from the previous year.
- D. The immediate supervisor of civilian employees shall update job performance standards as necessary and in compliance with the City of Columbus Performance Appraisal System.

II. Procedures

A. Non-Probationary Civilian Employee Appraisals

1. Personnel Unit

Upon receipt of notice from the City, forward notification and procedures to conduct and complete a performance appraisal to the employee's bureau commander.

2. Immediate Supervisor

a. 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.

b. Review the rating categories on the performance appraisal form.

c. If the employee's performance in any rating category is deemed unsatisfactory, notify the employee in writing at least 90 days prior to the actual performance review of this fact and specify where improvement is needed.

d. Complete the performance appraisal form according to the Performance Appraisal System.

- e. Within 10 work days after completion of the annual performance appraisal, conduct an interview with the employee.
 - (1) Discuss the levels of performance expected, rating criteria, and goals for the next rating period.
 - (2) Conduct career counseling relative to such topics as advancement, specialization, and/or training, if appropriate for the employee's position.
 - (3) Advise the employee of his or her right to contest the performance appraisal with the rater's immediate supervisor.
 - (4) **Offer** the employee **the opportunity to** sign the completed performance appraisal form.
- f. Sign the completed performance appraisal form and forward it to the immediate supervisor for review.
- g . Provide a copy of the completed performance appraisal form to the employee.

3. Rater's Immediate Supervisor

- a. Review the employee's completed performance appraisal form for accuracy and compliance with the Performance Appraisal System.
- b. If the completed performance appraisal form is incomplete or not completed in a manner required by the Performance Appraisal System, return it to the immediate supervisor for correction.
- c. Upon approval, sign the completed performance appraisal form and forward it through the chain of command to the subdivision deputy chief.

4. Subdivision Deputy Chief

Review the completed performance appraisal form, comment on the routing sheet as necessary, and forward it to the Administrative Subdivision Deputy Chief.

5. Administrative Subdivision Deputy Chief

Review and sign off on the completed performance appraisal form and forward it to the Personnel Unit.

6. Personnel Unit

Process the completed performance appraisal form and file it in the employee's master personnel file for the duration of his or her employment with the Division.

B. Probationary Civilian Employee Evaluation Procedures

1. Personnel Unit

- a. Forward a personnel evaluation packet to the probationary employee's immediate supervisor upon appointment.

The packet will contain a letter outlining the probationary evaluation period procedures, uncompleted evaluation reports for each of the bi-monthly evaluation periods, and a final probationary evaluation/ performance appraisal form.

2. Immediate Supervisor

Conduct evaluation of the probationary employee following the instructions provided in the personnel evaluation packet.