

GENERAL ORDER

PORT WASHINGTON POLICE DEPARTMENT

SUBJECT:	PERFORMANCE EVALUATIONS	NUMBER:	2.5.1
		ISSUED:	9/1/09
SCOPE:	All Police Personnel	EFFECTIVE:	9/1/09
DISTRIBUTION:	General Orders Manual	<input type="checkbox"/> RESCINDS	
		<input type="checkbox"/> AMENDS	
REFERENCE:		WILEAG STANDARDS: 3 rd EDITION: 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.5.5, 2.5.6, 2.5.7	

INDEX AS: Evaluation System
 Performance Evaluations
 Performance Standards

PURPOSE: The purpose of this Order is to establish guidelines for the evaluation of employee performance.

This Order consists of the following numbered sections:

- I. POLICY
- II. OBJECTIVES
- III. SUPERVISOR/RATER RESPONSIBILITIES
- IV. EVALUATION SYSTEM
- V. RETENTION OF PERFORMANCE EVALUATION REPORTS
- VI. PERFORMANCE STANDARDS

I. POLICY

A. It is the policy of the Port Washington Police Department to evaluate and document the performance of all its personnel. Performance criteria must be specific to the employee's position during the rating period, based on tasks listed in the job description for that position. Definitions of the criteria used to qualify/quantify work should be reasonable, descriptive, objective and measurable, when possible.

II. OBJECTIVES

A. The objectives of the performance evaluation process are:

1. To formally evaluate personnel performance on a periodic basis;
2. To give employees an understanding of work objectives and standards of acceptable performance;
3. To give employees feedback on how well they are meeting standards;
4. To specify ways for the employee to meet or exceed performance standards;
5. To give supervisors feedback on how they can assist employees in growth and development; and
6. To set objectives for future performance.

III. SUPERVISOR/RATER RESPONSIBILITIES

A. Supervisors are required to:

1. Rate the performance of subordinates on a continuing basis,
2. Reinforce good performance, and
3. Correct below standard performance.

B. Supervisors shall receive training in performance evaluation procedures and responsibilities.

C. Supervisors' own performance evaluations shall include appraisal of:

1. The fairness and impartiality of evaluations they give their subordinates;
2. Their abilities as teachers, trainers, and counselors; and
3. Their abilities as raters in the performance evaluation system.

IV. EVALUATION SYSTEM

A. Performance evaluation reports shall include specific measurement definitions that use examples of performance from the lowest to the highest rating.

B. The performance reports are designed to provide a fair and impartial means for measuring performance.

C. Raters must complete the entire report.

D. Completed reports must be forwarded to the Chief of Police or the Chief's designee within 30 days of the evaluation due date.

E. Each employee's performance will be documented in a performance evaluation report.

- F. Evaluations will cover a specific period and only performance during that period will be rated.
 - 1. Officers holding the rank of Lieutenant or above and civilian administrative employees will be evaluated annually, with the rating period ending on the last day of December.
 - 2. Non-probationary, non-ranking officers will be evaluated annually. The rating periods will end on the last day of December.
 - 3. Probationary sworn employees will be evaluated quarterly.
 - 4. Civilian Records Division employees will be evaluated annually, with the rating period ending on the last day of December.
 - 5. Probationary officers in the Field Training Program will be evaluated under the guidelines of that program, see General Order 12.2.1 Training.
- G. Employees will be rated by their immediate supervisor. If an employee has been supervised by more than one supervisor during a rating period, the rater should confer with the other supervisor(s) in preparing the evaluation. The name(s) of the other supervisor(s) should be included in the evaluation report.
- H. Evaluation criteria will be specific to the employee's position.
- I. Supervisors/raters will be expected to provide specific documentation that justifies their ratings.
- J. Employees will have the opportunity to review their completed evaluation report during the interview with their supervisor. The evaluation must be read and understood by the employee. A space is provided on the evaluation report for the employee's signature. Their signature indicates that the employee has read the report. It does not necessarily imply agreement with the contents. If an employee refuses to sign the report, the rating supervisor should document the reason(s) for the refusal.
- K. When an employee wishes to contest an evaluation:
 - 1. The employee will initially address their concerns with the rater/supervisor.
 - 2. The employee may attach a written statement to the evaluation.
 - 3. Upon an inability to resolve their concerns with the rater, the employee may contest their evaluation with the Chief of Police or the Chief's designee.
 - 4. The Chief of Police will be the final review authority on contested performance evaluations.
- L. At the end of the evaluation session, the rater will counsel the employee regarding:
 - 1. The results of the evaluation,

2. The level of performance expected and goals for the next rating period, and
 3. Suggestions for career advancement, specialization, or appropriate training for their position.
- M. A copy of the completed evaluation report will be available to the rated employee, upon request.
- N. Completed evaluation reports will be reviewed and signed by the rater's supervisor. The report will then pass up the chain of command for review.
- O. The results of performance evaluations will be used to identify needs for employee training. They will serve as administrative guides concerning advancement, promotions, demotions, assignments, and disciplinary actions, including termination.

V. RETENTION OF PERFORMANCE EVALUATION REPORTS

- A. Performance evaluation reports will be permanently maintained in the employee's personnel file.

VI. PERFORMANCE STANDARDS

- A. All employees are expected to perform at, or above the minimum performance standards set for their evaluated positions. Those who perform below minimum standards are subject to discipline in accordance with department policy.
- B. Supervisors are expected to immediately correct observed unsatisfactory performance. They should document the performance for future evaluation reference.
- C. Supervisors are expected to recognize verbally, or in written form, observed exceptional performance. They should document the performance for future evaluation reference.

APPROVED:



Chief Richard P. Thomas

DATE:

9/1/09