

PALM BEACH GARDENS POLICE DEPARTMENT

PERFORMANCE EVALUATION

POLICY AND PROCEDURE 4.1.3

Effective Date : 08/01/11	Accreditation Standards: CALEA 35.1.1 – 35.1.8 CFA 16.04	Review Date: 05/01/2013
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1. Performance Evaluation Requirements

2. Performance Evaluation System

PURPOSE: To standardize the evaluation of job performance; encouraging the maintenance of behaviors that are appropriate from the agency's standpoint and to eliminate inappropriate behaviors.

SCOPE: This policy and procedure applies to all members.

REVIEW RESPONSIBILITY: Assistant Chiefs and Bureau Majors

POLICY: The Chief of Police is responsible for monitoring the performance evaluation system to ensure that it is fair, impartial, and consistent with sound personnel management. The Chief of Police or their designee will conduct periodic reviews and analyses of the performance evaluation system and maintain liaison with the City Human Resource Department to help ensure the integrity of the system. Performance evaluations are based only on performance during the specified rating period.

PROCEDURES

1. PERFORMANCE EVALUATION REQUIREMENTS

- a. A performance evaluation of each member of this department will be conducted and documented by their supervisor annually. The evaluation will coincide with the anniversary date of employment.
- b. All entry level/probationary members will have a written performance evaluation report as described in 2. Performance Evaluation System.
- c. All evaluations of a member's performance shall cover the specific rating period and the criteria (i.e. core/primary/essential elements) used for performance evaluation will be specific to the assignment of the member.
- d. All Sergeants/Supervisors are to be evaluated by their Bureau Major regarding the quality of ratings given members. Each performance evaluation report shall be reviewed and signed by the Bureau Major.
- e. Each member will be counseled at the conclusion of the rating period to include the following areas:
 - i. Results of the performance evaluation just completed;
 - ii. Level of performance expected, rating criteria or goals for the new reporting period; and
 - iii. Career counseling relative to such topics as advancement, specialization, or training appropriate for the member's position.
- f. Each member shall have the opportunity to review, sign, and make written comments to supplement the completed performance evaluation report, and the supervisor shall provide a copy of the completed evaluation report to the member as noted on the evaluation form.
- g. After reviewing any evaluation, officers/members may appeal the rating through an appeal process to contest the evaluation report.

- h. All performance evaluation reports will be retained in accordance with Florida General Records Schedule GS1-SL.

2. PERFORMANCE EVALUATION SYSTEM:

- a. The objectives of the performance evaluation system are to
 - i. Foster fair and impartial personnel decisions;
 - ii. Maintain and improve performance;
 - iii. Provide a medium for personnel counseling;
 - iv. Facilitate proper decisions regarding probationary members;
 - v. Provide an objective and fair means for measurement and recognition of individual performance in accordance with prescribed guidelines; and
 - vi. Identify training needs.
- b. Types of Evaluations
 - i. Annual Evaluation
 - 1. The annual performance evaluation is conducted on the anniversary date by the officer's/members immediate supervisor.
 - 2. Annual performance evaluation forms are issued by and completed in accordance with instructions from the Human Resource Department and applicable administrative regulations, which may include current PBA and/or SEIU, contract provisions.
 - ii. Verbal Evaluation
 - 1. New or transferred officers/members should familiarize themselves with the appropriate evaluation form and receive orientation by their supervisor concerning expectations. Topics covered during the orientation should include:
 - a. Tasks of the position occupied;
 - b. Level of performance expected; and
 - c. Evaluation rating criteria.
 - 2. Counseling regarding performance is an ongoing responsibility of each supervisor.
 - iii. FTO Reports/Probationary Review
 - 1. Field Training Officers submit observation reports, daily and weekly, which evaluate training progress on the new officer during the first quarter of probation.
 - 2. The FTO report is discussed between the FTO and the new officer and reviewed by the Sergeant. Completed reports are forwarded through the chain of command to the Training Sergeant.
 - 3. The FTO report is made a part of the training record.
 - 4. Sergeants will complete a written review on probationary officers at six (6) and nine (9) months, documenting and discussing performance.
 - 5. Supervisors of non-sworn members will complete a documented review at least quarterly during the member's probation period.
 - iv. Notice of Performance
 - 1. Supervisors should be prepared to substantiate ratings at the unsatisfactory level, to advise the officer/member of unsatisfactory performance, and to define actions that should be taken to improve his/her performance.
 - 2. A written notice of unsatisfactory performance is given prior to the end of the annual evaluation period, if possible. A Corrective Action, written reprimand, or other written documentation fulfills this requirement if it specifies the nature of the unsatisfactory performance and defines actions that should be taken to improve performance.
 - 3. If unsatisfactory performance continues, consultation with the member shall occur in a timely manner with all concerned evaluators.

4. Nothing in this section is intended to preclude the notification process outlined in any current city policy, union contract provisions or the immediate dismissal of a probationary officer/member without benefit of a hearing with the Chief of Police.
- c. Utilization
 - i. An officer/member's performance, as defined in the evaluation reports, provides information concerning:
 1. Suitability for assignment
 2. Competency
 3. Training needs
 4. Ability to assume additional responsibility
 5. Effectiveness in the assigned position
 6. Career development needs
 - ii. Review
 1. Raters should ensure a private setting for an interview with the officer/member concerning the Annual Performance Evaluation and for any other evaluation where rater deems an interview necessary.
 2. The officer/member should be offered the opportunity to comment on the ratings verbally and/or in writing.
 - a. Written evaluations contain a signature line for the person evaluated and a space for their comment.
 - b. A signature indicates that the evaluation was reviewed by the officer/member and does not indicate concurrence or non-concurrence with the content.
 - c. If the officer/member refuses to sign, this is indicated by the rater on the signature line.
 - d. Officers/members may attach additional paper for comment if necessary.
 3. The officer/member must be provided a copy of the completed annual performance evaluation and may be provided a copy of any evaluation or FTO Weekly/Shift Report upon request.
 4. All evaluations are reviewed by the rater's supervisors regarding the quality of ratings given to officers/members. Supervisors should evaluate raters regarding:
 - a. The fairness and impartiality of ratings given;
 - b. Their participation in counseling rated officers/members; and
 - c. Their ability to carry out the rater's role in the performance evaluation system.
 5. The Chief of Police or designee conducts an annual inspection of the performance evaluation system. The objectives of the inspection are to identify instances of extreme ratings and the reasons for them and the number of contested appraisals and the reasons for them.
- d. Appeal
 - i. After reviewing any evaluation, officers/members may appeal to the Chief of Police through their chain of command if he/she disagrees with the ratings, content, or any portion of the evaluation.
 1. Such appeal must be requested, in writing, within seven calendar days of reading the evaluation.
 2. The Chief of Police notifies the officer/member within seven calendar days of receipt of the appeal the date of the appointment for an interview to discuss the contested evaluation.
 3. The Sergeant/Supervisor is normally requested to be present during an interview. The officer/member may, at his/her option, enter written documentation to support their version or contention that the evaluation is incorrect or inappropriate. Such documentation is made a part of the evaluation and should be submitted during the interview with the Chief.
 - ii. The Chief of Police advises the officer/member of their decision immediately or in writing within seven calendar days.

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- EVALUATION
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- COUNSELING

RESPONSIBILITY INDEX

- CHIEF OF POLICE
- ASSISTANT CHIEFS
- BUREAU MAJORS
- SERGEANTS
- SUPERVISORS

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APPROVED:



Stephen J. Stepp
Chief of Police

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Date