



POLICY & PROCEDURE

STURGEON BAY POLICE DEPARTMENT

SUBJECT: **PERFORMANCE EVALUATIONS**

NUMBER: 2.08

SCOPE: All Department Personnel

ISSUED: 06/26/2020

DISTRIBUTION: Policy & Procedure Manual

EFFECTIVE: 06/26/2020

REFERENCE:

RESCINDS

AMENDS

WILEAG 5TH EDITION

STANDARDS: 2.5.2, 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 Policy & Procedure is to establish guidelines for the Sturgeon Bay Police Department for the evaluation of each member's performance.

This Policy & Procedure consists of the following numbered sections:

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

I. POLICY

- A. It is the policy of the Sturgeon Bay Police Department to evaluate and document the performance of all its members.

Performance criteria must be specific to the member's position during the rating period and be 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. 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.
4. Evaluations will cover a specific period and only performance during that period will be rated. Officers holding the rank of Sergeant and above will be evaluated annually, with the rating period ending on the last day of June.
5. Non-probationary, non-ranking officers will be evaluated annually. The rating period will end on the last day of December.
6. Probationary employees will be evaluated at the end of each month.
7. Civilian employees will be evaluated annually, with the rating period ending on the last day of December.

8. Probationary officers in the Field Training Program will be evaluated under the guidelines of that program.

III. OBJECTIVES

A. Employee Evaluations

1. The Sturgeon Bay Police Department will annually evaluate Department employees. The Department will employ a computer-based program in conducting its evaluations.
2. It is important for supervisors and employees to consider some issues associated with the evaluation process. The Department evaluates its employees, in part, for the following reasons:
 - a) Motivate employees to improve, and to meet Department goals/objectives.
 - b) Recognize, encourage and reward good performance.
 - c) Provide feedback, foster supervisor/employee communication.
 - d) Facilitate employee career development/job satisfaction, whether or not it involves promotion.
 - e) Assess training needs.
 - f) Disciplinary purposes.
3. The process is more important than the form. This should be understood and accepted by employees as well as supervisors. Employees want evaluations to be fair, impartial and specific. Performance needs to be measurable without relying on a numerical rating system. Historically, numbers can reflect favoritism, are often out of context with the employee's actual duties, can breed unhealthy competition and perpetuate under-achievement.
4. Objectives should be set for employees. They need to be important, specific, single-ended, measurable, and have a time element. They should reflect organizational goals/objectives. Employees will accept objectives that are prioritized, realistic, attainable and pertinent to their responsibilities.
5. A certain amount of subjectivity is inherent in any evaluation process. This form has been developed to minimize it by being as specific and objective as possible. It requires that all supervisors evaluate employees daily and document it in a Performance Report.

When a performance report is generated, a supervisor should meet with the involved employee as soon as practical to review the issue raised in the (PR). If you write the elements of an offense and catalog all known facts, the reader will draw the correct conclusions.

Regular use of “performance reports” should simplify the completion of the evaluation form at rating time. They can readily provide attainable objectives for the employee.

6. The same evaluation form will be used for regular sworn officers and probationary officers. Civilian employees may be evaluated with a modified version of this form. These user instructions are compatible with that form.

IV. PROCEDURES

- A. The procedures regarding how to use the performance evaluation form are addressed in the Department’s Performance Evaluation Guide and on Department forms; refer to Manual and Forms.

V. EVALUATION SYSTEM

- A. 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 designee.
 4. The Chief will be the final review authority on contested performance evaluations.
- B. 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.
- C. A copy of the completed evaluation report will be available to the rated employee upon request.

- D. 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.
- E. 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.

VI. RETENTION OF PERFORMANCE EVALUATION REPORTS

- A. All performance evaluation reports will be permanently maintained in each member's personnel file located in the Office of the Chief of Police.

Arleigh R. Porter
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/26/2020