

MITCHELL POLICE DIVISION

CHAPTER 23

PERFORMANCE EVALUATION

PURPOSE: The existence of a performance evaluation system ensures that employees who excel in their work will be recognized, and employees who are deficient may be given the guidance required to improve. It is with these factors in mind that the Division's performance evaluation system has been instituted.

23.1 PERFORMANCE EVALUATION ELEMENT

- A. All full time employees will be evaluated using the Mitchell Police Division Employee Performance Evaluation. Evaluations are done for the time specified on the employee Performance Evaluation and on the basis of the current assigned position.
- B. Employees are evaluated by their immediate supervisor, (rater). The employee and the rater review the evaluation and employees have the opportunity to make comments, verbally or written, and sign the evaluation. An employee's signing of an evaluation does not imply agreement with its contents.
- C. Raters will forward the completed evaluations through the chain of command, for the review and signature of the supervisors.
- D. Evaluations are placed in the employee's personnel file and become part of the employee's personnel record. A copy of the evaluation is available to an employee upon request, and after their review.
- E. Performance evaluations are to be regarded as a planning tool and as a basis for:
 - 1. Counseling employees as to their job performance, strengths, and weaknesses
 - 2. Identifying personal goals and objectives
 - 3. Determining training needs
 - 4. Promotions and transfers
 - 5. Re-employment decisions

6. Disciplinary actions

23.2 PERFORMANCE EVALUATION RATER RESPONSIBILITIES

- A. Raters will monitor the employee's performance using the available management tools (i.e., monthly statistical reports, field observations, complaints) to determine the employee's level of performance during the rating period. Any time it is determined an employee's level of performance falls in the unsatisfactory range the Supervisor will address the problem with the employee immediately. This may be done verbally or in writing, depending on the nature and severity of the problem. The Supervisor will outline measures that may be taken to bring the employees level of performance up to the "acceptable" range.
- B. Review the job description as necessary for the employees present position, explain the level of performance expected of the current position criteria used for the evaluation and the numerical rating system.
- C. Performance counseling may occur at any time during the rating period, as deemed necessary by the immediate supervisor.

23.3 PERFORMANCE EVALUATION RATER TRAINING

All personnel performing Employee Performance Evaluations will follow the performance evaluation guidelines.

23.4 PERFORMANCE EVALUATION OBJECTIVES

- A. The policy of the Mitchell Police Division is that its employees' performance will be evaluated no less than annually.
- B. The primary objectives of the performance evaluation system are:
 - 1. To allow fair and impartial personnel decisions
 - 2. To maintain and improve performance
 - 3. To provide a method to improve performance
 - 4. To facilitate proper decision making regarding probationary employees
 - 5. To provide an objective and fair means for recognition and

measurement of individual performance in accordance with prescribed guidelines.

6. To identify training needs
 7. To provide information concerning the employees' suitability and effectiveness in their assignment and to assume more responsibility.
- C. Supervisors of the Mitchell Police Division are required to conduct timely and meaningful evaluations of their subordinates. The Division "Employee Performance Evaluation" rating system provides the formalized and uniform procedures by which the Division supervisors accomplish this task.

23.5 PERFORMANCE EVALUATION OF PROBATIONARY EMPLOYEES

- A. All sworn probationary employees shall be evaluated using the Field Training and Evaluation Program procedures when applicable, and the standard Divisional Procedures otherwise.
- B. All civilian probationary employees shall be evaluated (according to Standard Training Procedures) by their immediate supervisors.
- C. Supervisors shall complete all evaluations utilizing the same objective standards applicable to annual evaluations. Evaluations shall be conducted according to the formats located in the Performance Evaluation Report.

23.6 PERFORMANCE EVALUATION PERIOD

Performance evaluations shall be based solely upon the employee's performance during a stated rating period.

23.7 RATING EXPLANATION

Raters shall substantiate any ratings in the highest or lowest categories and give specific reasons for these ratings in the narrative portion of the evaluation. Raters are encouraged to substantiate ratings in the highest categories.

23.8 EMPLOYEE TO RECEIVE COPY OF PERFORMANCE EVALUATION

- A. All personnel may review the contents of their personnel file.
 - 1. This review shall be under the direct supervision of the Chief of Public Safety or his designee.
 - 2. Any problems or discrepancies within the file shall be brought to his immediate attention.

23.9 PERFORMANCE EVALUATION APPEAL PROCESS

Employees are encouraged to resolve contested evaluations at the lowest level of management, including but not limited to, their immediate supervisor. Issues may be appealed up the Chain of Command to the Chief. When resolution is not achieved at lower levels of command, the Chief will make the final resolution and disposition.

23.10 RETENTION OF PERFORMANCE EVALUATIONS

All written evaluations shall be retained in the employees personnel file for an indefinite period of time, or in accordance with the Union contract.