

	DELMAR POLICE DEPARTMENT	
	Policy 4.4 Performance Evaluations	
	Effective Date: 07-01-14	Replaces: 1-6
	Approved: <u>Ivan Barkley</u> Chief of Police	
	Reference: N/A	

I. POLICY

The department bears an obligation to the public and its own personnel to hire and retain the best qualified officers. Further, the department's community-oriented policing philosophy demands that officers exhibit not only competent investigative skills but also succeed in communicating with many different individuals in a variety of contexts. To that end, the department regularly and formally evaluates the performance of officers and other employees. The evaluation system discussed herein serves both the interests of management and employees. The purposes of the evaluation system are to (1) allow fair and impartial personnel decisions; (2) maintain and improve performance; (3) provide a basis and a medium for personnel counseling; (4) assist decisions about the tenure of probationary employees; and (5) identify training needs.

II. PURPOSE

The purpose of this policy is to outline and describe the departmental evaluation process.

III. PROCEDURES

A. General

1. All employees shall be evaluated using the department approved evaluation form. Supervisors will be trained in the evaluation process prior to conducting the evaluations.
2. Evaluations reflect observations and perceptions by rating personnel and personnel shall be rated as follows:
 - a. does not achieve minimum expectations (**Unacceptable**)
 - b. demonstrates progress toward expectations
 - c. achieves expectations (**Acceptable**)
 - d. exceeds expectations
 - e. demonstrates exceptional performance (**Superior**)

3. After completion of the employee's respective probationary period, each employee shall be evaluated annually. To constitute a satisfactory evaluation, an employee must receive an overall 3.0 (achieves expectations). Within the probation period, an employee shall receive remedial training in deficient areas, demonstrate proficiency (or satisfactory improvement) in deficient areas, the training and improved behavior documented on the evaluation form.
 - a. Employees who are evaluated as "demonstrating progress toward expectations" made be placed in a remedial training program to address performance deficiencies.
 - b. Employees who are evaluated as "does not achieve minimum expectations" may, at the discretion of the Chief of Police, be placed on probation in addition to a remedial training program.
 - c. Within the probationary period, an employee shall receive remedial training to address performance deficiencies, demonstrate progress in over-coming noted deficiencies, and achieve a rating of "achieves expectations".
 - d. Failure to respond to remedial training and a failure to improve in noted deficiencies at anytime during the probationary period may lead to dismissal from the department.
 4. With the exception of probationary employees in the initial evaluation period, all performance evaluations will cover a calendar year and shall be completed by the employee's supervisor or sergeant, and signed by the employee and rating supervisor or sergeant. All employee evaluations shall be turned in to the Chief of Police by March 15th of each year.
 5. All evaluations shall be reviewed with the employee and signed before being placed in employees' personnel files.
 6. All employees and officers shall receive quarterly written evaluation updates to make the employee aware of their performance status and so there are no surprises at the end of the evaluation period.
 7. An officer who receives an unsatisfactory rating he or she perceives to be unjust may appeal to the next level of the chain of command up to the Chief of Police. The officer concerned must rebut the comments or rating in writing and submit them through the chain of command to the next level. In any case, final appeal extends to the town's Municipal Relations Committee (MRC), in writing, through The Chief of Police.
- B. Evaluation of supervisors
1. Supervisors shall be evaluated by their next level supervisor using an evaluation form that is specific to their duties as a supervisor and leader. The evaluation form for a supervisory or command level employee shall address, at a minimum, the following points:

- a. Ability to instill in officers a high regard and respect for community-oriented policing ideals, the rule of law, civil rights, and concern for victims.
- b. Ability to perceive performance weaknesses in his or her officers, conduct remedial training, and document improved proficiency.
- c. Command of patrol techniques, methods, and investigative procedures.
- d. Ability to reprimand, counsel, praise, or otherwise discipline his or her officers.
- e. Ability to take responsibility for the performance of his or her officers.
- f. Adherence and active promotion of the mission, vision, values and goals of the Delmar Police Department.