

CITY OF KEMAH POLICE DEPARTMENT	
<u>POLICY:</u>	4.4 Performance Evaluations
<u>EFFECTIVE DATE:</u>	February 4, 2022
<u>REPLACE DATE:</u>	N/A
<u>APPROVED:</u>	<p><i>Chief H. D. Jones</i></p>
	<u>REFERENCE:</u> TBP: 4.08 & 4.09: Attachment 1 & Attachment 2; Policy 4.7



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 that they 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) ensure 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 departmentally approved form (see Attachment 1).
2. Supervisors will be trained in the evaluation process prior to conducting the evaluations. The supervisors will be utilizing the performance evaluation manual to aid their process (see Attachment 2). (TBP: 4.08, 4.09)
3. Personnel shall be rated as having demonstrated Exceptional, Exceeds Expectations, Meets Expectations, Improvement Needed, and Unsatisfactory. The rating is based on and reflects the observations and perceptions of rating personnel.

4. After completion of probation, each officer shall be evaluated annually. A satisfactory evaluation is receiving an overall rating of "Meets Expectation (ME)." Officers who fail to receive an overall rating of ME will create a professional development plan and may be placed on probation for a period determined by the Chief of Police. Within the probation period, the officer shall receive remedial training in deficient areas, and demonstrate proficiency (or satisfactory improvement) in deficient areas. The training and improved behavior will be documented on the evaluation form.
5. With the exception of probationary employees, all performance evaluations will cover one calendar year and shall be completed, signed by the employee and the rating supervisor, and turned in to the Chief of Police by the end of January each year.
6. All evaluations shall be reviewed with the employee. Personnel may view and make comments on their evaluation. The employee may retain a copy of the evaluation and the original will be placed in the employee's personnel file. This will be kept on file for five (5) years.
7. All newly hired employees and officers in their probationary year shall receive an evaluation at six (6) months and then their one (1) year evaluation.
8. Officers shall be evaluated formally by their immediate supervisor.
9. An officer who receives an unsatisfactory rating which 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 the rebuttal through the chain of command. To contest a written performance evaluation, an employee must file a grievance according to the Department's 4.7 Grievance Procedure no later than five (5) working days following the Evaluation Review. The first level above the appraiser will review the appeal and action will be taken no later than ten (10) working days following an evaluation interview. Action may include agreement with the evaluation, reference to the next level in the chain of command for action, or a recommendation made to include an appropriate change for review and concurrency by the Chief of Police.

B. Evaluation of non-sworn employees and supervisors

1. Non-sworn employees shall be evaluated with the same forms as for sworn personnel.
2. Supervisors shall be evaluated by their next level supervisor using the same form that is used for officers. Under "comments" the rater shall refer to an attached page that will contain, in narrative form, comments concerning the individual's supervisory performance. The rater 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.

C. Performance Evaluation Interview

1. Supervisor's Responsibility:

- a. Monitor each employee's performance during the review period.
- b. Periodically inform employees about expected performance, including criteria used in performance evaluations. If a non-probationary employee's performance is unsatisfactory, the supervisor shall notify the employee, in writing, 90 days prior to the end of the appraisal period. If the unsatisfactory conduct is exhibited within a time frame that prevents the 90-day notice, this fact will be included in the notice of unsatisfactory performance.
- c. Discuss individual performance with each employee during the review period as appropriate.
- d. Conduct pre-evaluation interviews to discuss the evaluation process, as appropriate, and focus on the employee's level of performance during the review period.
- e. If an employee has worked for more than one supervisor for more than 2 out of the 12 months subject to evaluation, the supervisor that was over the employee for the most time shall do the evaluation with the concurrence of each other supervisor involved. If there is a difference of opinion between the supervisors involved, the differences will be documented and attached as an addendum to the evaluation. The Division commander shall review all attached documents before concurring with the evaluation.
- f. All ratings shall include explanatory comments.
- g. Sign the evaluation report.
- h. Review any overall Consistently Exceeds prior to a review with the employee.
- i. Conduct a post-evaluation interview to include:
 - 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 employee's position.

- j. Provide a copy of the evaluation to the employee.

2. Employee's Responsibility:
 - a. The employee may provide the supervisor with any information that the employee wishes to be considered during the Evaluation review process.
 - i. Such information will be maintained in the employee's Personnel File at the written request of the employee.
 - ii. The employee will sign the evaluation acknowledging its receipt. This signature will not necessarily indicate the employee's agreement with the evaluation.

3. The performance evaluation interview will focus on:
 - a. The performance evaluation.
 - b. Career development
 - c. Progress made in the areas that may have needed improvement.
 - d. Establishing goals and objectives.
 - e. Determining additional career development and training needs.
 - f. Providing supervisory guidance.
 - g. Providing positive reinforcement.

Policy Implementation Ordered By:

Chief Holland D. Jones

Chief of Police

02/04/2022

Effective Date: