

# **COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE**

**Subject: PERFORMANCE EVALUATIONS**

**Date of Issue: 01-01-1999**

**Number of Pages: 3**

**Policy No. A165**

**Review Date: 06-01-2007**

**Distribution: Departmental**

**Revision Date: 12-01-2006**

## **I. Purpose**

To establish criteria and procedures for the in-house performance evaluation of police department personnel; to inform employees how well they are performing their work; and how they can improve their work performance.

## **II. Statement of Policy**

It shall be the policy of the Covington Police Department to improve individual performance by identifying and measuring strong and weak points of employees, recording evaluations in objective terms, encouraging employees in their work, and giving constructive counsel to them in areas identified as needing improvement..

## **III. Performance Evaluation Objectives**

- A. To allow for fair and impartial personnel decisions.
- B. To maintain and improve performance.
- C. To provide a medium for personnel counseling.
- D. To facilitate proper decisions regarding probationary employees.
- E. To identify training needs.
- F. To provide a fair and objective means for recognition and measurement of individual performance in accordance with prescribed guidelines.

## **IV. Procedures**

- A. A performance evaluation shall be completed annually on each regular employee by the employee's immediate supervisor. It is the policy of this department to provide training to supervisors concerning the evaluation of employees. The evaluation shall be based only on performance during the specific period listed on the evaluation form.
- B. New employees will be evaluated on a quarterly basis while on probationary status. On original appointment to the position of police officer, the field-training

officer shall evaluate probationary personnel weekly during the FTO program. The field training officer should point out strengths and weaknesses to the employee and direct him toward improvement. After the FTO program, probationary personnel will be evaluated quarterly by their supervisor until the probation period is completed. Probationary civilian personnel will be evaluated quarterly by the immediate supervisor. The supervisor shall complete an evaluation form at the end of the probation period. All quarterly evaluations will be the responsibility of the Watch Commander to whom the probationary employee is assigned. The evaluations will be forwarded to the Captain of Support Services or his designee for filing in the employees training files.

- C. Performance evaluation reports shall be maintained in the personnel file of the employee. A copy of the evaluation will be given to the employee.
- D. The Chief of Police, or his designee, shall make an annual review of the performance appraisal system to determine how well the system functions.

#### **V. The Evaluation Process**

- A. It shall be the responsibility of each rating supervisor or field training officer to counsel each employee of the following:
  - 1. The result of the evaluation just completed.
  - 2. The level of performance expected and goals for the new rating period.
  - 3. Career counseling relative to such topics as advancement, specialization, or training appropriate for the employee's position. The employee may also be referred to the department training officer for further counseling on career development opportunities.
  - 4. Reinforcement of departmental philosophy and values.
- B. If, during the rating period for non-probationary personnel, the rating supervisor determines that an employee's performance is unsatisfactory, he shall notify the employee in writing. The notice shall contain the specific areas to be corrected and shall be given at least 90 days prior to the end of the rating period.
- C. Whenever a rating supervisor gives an employee an outstanding or an unsatisfactory rating, he shall make a narrative comment on the evaluation form giving the specific reason(s) for the rating.
- D. When the evaluation form is completed, the rater's supervisor shall review and sign the report. Any disagreement shall be resolved before the interview with the employee.
- E. All supervisors that are raters shall be evaluated by the division commander regarding their ability to do proper performance evaluations. Factors included are:
  - 1. The fairness and impartiality of rating given to subordinates,
  - 2. Their participation in counseling and guidance for rated employees,
  - 3. The rater's ability to carry out their role in the performance evaluation process.

**VI. Employee Interview**

- A. All employees will be given the opportunity to review the completed evaluation form.
- B. An interview between the rater and the employee will be conducted after the evaluation is completed. The rater shall explain each specific task, the rating given and the reason for the rating. The rater shall also provide direction for the employee to help him understand how to achieve a higher rating in the specific task.
- C. The employee shall sign the completed evaluation form to indicate that he /she has read it. **(Note: The employee's signature means that he or she has received and read the evaluation, not that he or she necessarily agrees with the contents).** The employee also may make any written comments on the form that pertains to the evaluation.
- D. A copy of the evaluation will be given to the employee.
- E. As a general rule, the contents or a rating of performance appraisal is non-grievable. An employee may file a grievance of his/ her performance appraisal whenever the employee can show that he or she has been adversely affected by the appraisal.

***This SOP supersedes any SOP previously issued.***

BY ORDER OF THE CHIEF OF POLICE

*Stacey L. Cotton*  
Stacey L. Cotton  
Chief of Police