

## PERFORMANCE EVALUATION SYSTEM

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**PURPOSE:** To establish and describe the Department's performance evaluation system and procedures for administering the process.

**POLICY:** The Jacksonville Police Department recognizes that it is important that an employee receive timely and relevant feedback on their performance. Therefore, it is the policy of the Jacksonville Police Department to conduct a fair, objective, and impartial formal performance evaluation of every sworn and non-sworn employee annually. (4.08)

### **PROCEDURES:**

#### I. PERFORMANCE EVALUATION SYSTEM

- A. Every employee shall be evaluated in order to determine his performance in relation to established standards. The evaluation process is designed to:
  - 1. Stimulate and sustain superior performance;
  - 2. Foster improvement by identifying employee weaknesses;
  - 3. Provision of constructive criticism; and
  - 4. Provide guidance and training to assist employees with personal advancement within the Police Department.
- B. Procedures for Utilization of Forms
  - 1. At least five (5) work days prior to the employee's anniversary; the employee's supervisor will provide the Employee Performance Evaluation Form (JPD Form 5-11a) to the employee.
  - 2. The employee will be provided the opportunity to rate, what he believes, his performance for the past calendar year, marking one (1) of five (5) options under the "Employee" column in each performance criteria.
  - 3. When the employee has completed the form, he will return it to the supervisor completing his annual evaluation. This shall be done no later than the employee's anniversary date.
  - 4. The supervisor completing the evaluation will then complete the performance evaluation, marking one (1) of five (5) options under the "Evaluator" column in each performance criteria.
    - 1. If the employee being evaluated is a Supervisor, the Supervisor Performance Evaluation Supplement (JPD Form 5-11b) will be completed in the same manner as above.
- C. Rater Training: Within one (1) calendar year of promotion, all new supervisory personnel must be trained in the proper techniques of evaluating performance, preparing the evaluation form (JPD Form 5-11), and conducting the evaluation interview and counseling session. (4.09)
- D. Should a Supervisor at any time judge the performance of a classified employee to merit an unsatisfactory rating, he may:
  - 1. Complete an Employee Performance Evaluation that specifically details the conduct or behavior leading to the unsatisfactory rating; and/or,
  - 2. Counsel with the employee privately and advise him in specific terms:
    - a. What conduct or performance has lead to the unsatisfactory rating; and,
    - b. What level of performance is expected of the employee in the future.

## II. EVALUATION PROCESS

- A. All entry-level sworn employees are subject to a twelve (12) month probationary period from their date of hire. All entry-level non-sworn employees are subject to a six (6) month probationary period from their date of hire.
- B. All entry-level probationary employees, including auxiliary officers, will receive a performance evaluation half way through their probationary period.
- C. All full-time non-probationary employees and non-probationary auxiliary officers will receive an annual performance evaluation conducted by their immediate supervisor.
- D. Employees will be rated by their two (2) most immediate supervisors, if applicable.
  - 1. Non-sworn and unranked sworn employees will be evaluated by their Sergeant and the Lieutenant will be present during the review with the employee.
  - 2. Sergeants will be evaluated by their Lieutenant and the Division Commander will be present during the review with the Sergeant.
  - 3. Lieutenants will be evaluated by their Captain and the Chief of Police will be present during the review with the Lieutenant.
  - 4. The evaluation and review for the Captains will be conducted by the Chief of Police.
- E. The rating factors should assess employee performance in their specific assignment during the rating period. Each employee will be rated on each factor that best depicts the employee's performance in relation to his duty assignment.
- E. The evaluation will cover the period immediately preceding the evaluation. If an employee is transferred and is under the direction of a different Supervisor prior to the employee's anniversary, the performance evaluation will be completed by both, former and current, Supervisors together.
- F. Evaluations will be completed within fifteen (15) calendar days after the employee's anniversary.
- G. During the evaluation, the Supervisor will discuss the following with each employee they have rated:
  - 1. The results of the performance evaluation just completed;
  - 2. The level of performance expected;
  - 3. Employee's strengths;
  - 4. Employee's improvement needs;
  - 5. A review of the previous year's goals and objectives;
  - 6. Goals for the new reporting period; and
  - 7. The career counseling relative to topics such as advancement, specialization, or training appropriate for the employee's position.

## III. COMPLETION AND REVIEW

- A. The supervisor completing the evaluation is required to give explanatory comments whenever performance criterion falls within the lowest two (2) ratings or the highest (5) rating. This does not preclude the supervisor from submitting explanatory comments on other ratings.
- B. The supervisor will give a summary of the employee's performance during the previous year.
- C. Each performance evaluation will be reviewed and signed by the rater's Supervisor. The evaluation will then be sent via the chain of command to the Chief of Police.
- D. Each employee will be given the opportunity to make comments to supplement the completed performance evaluation report. Each employee will sign the completed evaluation indicating that he has read and understands it. The signature does not indicate agreement or disagreement with the performance evaluation score.
- E. Should the employee refuse to sign the performance evaluation, the Supervisor will take note and record the reason(s), if given.