

PERFORMANCE EVALUATION SYSTEM

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.