

THURMONT POLICE DEPARTMENT

GENERAL ORDER	<i>Date Issued:</i> May 2, 2012	<i>Effective Date:</i> May 2, 2012	<i>Order No:</i> Chapter 8.1
<i>Authority: Chief of Police</i> <p style="text-align: center;"><i>Gregory L. Eyer</i></p>		<i>Manual Page No:</i>	
<i>Subject: PERSONNEL EVALUATION</i>		<i>Replaces Page No:</i>	
<i>CALEA Standard:</i> Chapter 35		<i>Amended:</i> 5/2/2012	<i>Number of Pages:</i> 6
<i>Related Documents:</i> Performance Evaluation Report Form, Thurmont Police Personnel Job Descriptions, Police Officer Responsibilities		<i>Rescinds:</i> Policy issued February 15, 2007	

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

I. PURPOSE:

The purpose of this directive is to provide additional managerial guidelines for conducting employee evaluations and their use. Additionally, the evaluation system will:

- provide an objective and fair means for measurement and recognition of individual performance.
- maintain and improve performance.
- provide a medium for personnel counseling.
- facilitate proper decisions regarding probationary employees.
- foster fair and impartial personnel decisions.

The evaluations of individual employees are used as part of the information when decisions concerning transfer, promotion, and collateral duty assignments are made by supervisors. To facilitate this, the evaluation is maintained as a permanent part of the employee's personnel file.

II. POLICY:

The Department will utilize a Performance Evaluation System to provide a comprehensive method by which all employees of the Department will be evaluated on their individual performance. Personnel will be evaluated by their *Strengths / Notable Performances*, adherence to their respective Job Descriptions and Responsibilities, and compliance with Departmental policies. The individual's evaluation will also outline the employee's *Weakness / Poor Performances* and plan for improvement. All evaluations will be conducted by Supervisory and Command personnel and will be structured in a fair and unbiased manner based on documented notations recorded throughout the rating year.

III. DEFINITIONS:

Civilian Personnel – any employee of the Department who is not a sworn police officer whether full or part time.

Evaluation Date – The date on which evaluations are due to be completed. (Evaluation due dates further described in the procedure sections of this policy.)

First Line Supervisor – any employee of the Department who has been designated by the Chief of Police as having the direct and immediate responsibility and authority to control, coordinate, and evaluate the performance of subordinate personnel. (In accordance with the rank structure of TPD, First Line Supervisor includes the ranks of Sergeant and Corporal.)

Officer – any employee of the Department below the rank of Corporal who has taken an oath of office and who possesses police powers, including Officers First Class.

Position Description – document(s) that describes the job description and responsibilities for any given position within the Department.

Rated Employee – any employee of the Department who is being evaluated.

Rating Supervisor – supervisor of the rated employee who holds at least one permanent or temporary rank above the rated employee.

Reviewer – individual(s) in the rated employee's Chain of Command directly above the rating supervisor.

IV. PROCEDURE:

A. COMPLETING THE PERFORMANCE EVALUATION REPORT FORM:

1. Supervisors of sworn personnel and civilian personnel shall conduct their evaluations as outlined in this policy.
2. Supervisors of sworn members and civilian personnel shall utilize the Thurmont Police Department Evaluation Report form TPD 8.1A.
3. Evaluations shall be specific to the position and person being evaluated.
4. Supervisors should make notations throughout the year for each employee to assist with the annual evaluation. These notations should include, but are not limited to; monthly work performance, specific incidents which required reactive responses, proactive duties, arrests, report writing, community involvement, etc.
5. Supervisors shall consider job descriptions and/or Police Officer Responsibilities, and the employees' adherence to these requirements and compliance with Departmental Policy, when completing the performance evaluations.

6. Supervisors shall list all positive accomplishments for the rated employee in the section titled "*Strengths/Notable Performance*" on the evaluation form.
7. Supervisors shall list all areas for improvement for the rated employee in the section titled "*Weakness/Poor Performance*" on the evaluation form.
8. During the presentation of the evaluation by the supervisor, the rated employee, with the assistance of the supervisor, shall complete sections titled "*Professional Goals*" and "*Plan(s) for Improvement*".
9. Prior to the presentation of the evaluation, the supervisor shall apply a rating for the rated employee in the section titled "*Overall Performance Rating*." The overall rating shall be determined by the supervisor in a fair manner and based on written documentation. Supervisors shall select a rating based on the Rating Definitions as outlined on the Performance Evaluation Report TPD 8.1A.

V. SUPERVISORY MEETINGS WITH EMPLOYEE:

1. Supervisors shall meet with members to discuss the annual evaluation. At this meeting the following will be discussed:
 - a. Performance evaluation just completed.
 - b. Complimentary comments should be reiterated for performances outlined in the *Strengths/Notable Performances* section of the evaluation.
 - c. Career building and counseling should be provided to the rated employee for areas of *Weakness/Poor Performances* outlined in the evaluation.
2. All members shall have the opportunity to make written comments by completing an attachment and indicating that they have attached a statement by checking the appropriate box on the cover page of the evaluation form.

VI. UNSATISFACTORY EVALUATIONS:

1. All (non-probationary) members shall be given at least 90 days notice prior to the end of the annual evaluation period of performance areas that may result in an unsatisfactory rating.
 - a. This notice should indicate specific areas that need improvement.
 - b. This notice should also define action that is needed to improve performance.

2. This notice may be waived by permission of the Chief of Police in specific cases of single incidents of misconduct or persistent problems that have been noted in previous evaluations that have occurred within 90 days of the end of the evaluation period.

VII. EVALUATION DUE DATES AND SUBMISSION PROCESS:

Evaluations cover a one year period. Only incidents which occurred during the time covered by the evaluation period may be included in the evaluation. Discipline resulting from sustained Internal Investigation complaints which occurred during the evaluation period shall be noted in the Performance Evaluation but not detailed.

Performance evaluation reports will be completed for all full-time and regular part-time Department employees. The evaluation period will be from the first of July through the thirtieth of June. Annual evaluations concluding on June thirtieth will be due to the Chief of Police on or before July thirty-first of each year.

Probationary employees' performance evaluation reports will be made on all Department employees at least 30 days prior to their permanent appointment. No employee will be considered to have successfully completed his/her probationary period until a "Satisfactory" performance has been achieved. Law Enforcement probationary employees will be evaluated at 180 day intervals until gaining non-probationary status. Field Training Evaluation Program reports will suffice as performance evaluations until the probationary officer successfully completes field training. The 180 day probationary evaluations will begin after the Final FTEP Performance Evaluation has been completed.

All completed performance evaluations must be served and contain all appropriate signatures before being submitted for Chain of Review and the Chief's signature.

VIII. MODIFICATION OF THURMONT POLICE DEPARTMENT EVALUATION SYSTEM:

1. The Chief of Police has the authority to conduct a review of the Thurmont Police Department Evaluation system. The review may result in modifications to the Evaluation System to adequately reflect the needs of the Thurmont Police Department.

IX. WRITTEN COPIES OF EVALUATIONS:

1. All members shall be provided with a copy of their annual performance evaluation.
2. All Performance Evaluations shall contain the signatures of the rated employee, the member's supervisor conducting the evaluation, the Deputy Chief of Police, and the Chief of Police.

X. APPEAL OF EVALUATION:

If the evaluation process, as outlined, is followed and the proper coaching and counseling is done throughout the evaluation period, there should not be any unexpected surprises during the final review session.

However, should the employee feel that he/she has not been rated properly the employee may file a written appeal requesting a hearing to the Chief of Police within five (5) working days of the final review session. This detailed appeal must explain why the review was inaccurate and have documentation attached to support the appeal.

Upon receipt of the request for a hearing, the Chief of Police shall set a date, time, and place for such hearing not less than five (5) nor more than ten (10) working days after receipt of the request, unless otherwise mutually agreed upon by both parties, and shall notify the employee thereof. After the hearing, the Chief of Police will advise the employee of the decision within five (5) working days.

If the employee is still unsatisfied, the employee may file a written appeal to the President of the Board of Commissioners. The written appeal must be filed within five (5) working days of receipt of the decision of the Chief of Police's decision and must be submitted with documentation of the reasons for the appeal. The written appeal will be reviewed by the President and the Board of Commissioners along with the Chief of Police.

The President of the Board of Commissioners and the Chief of Police will render a decision within fifteen (15) working days of receipt of the appeal. The decision will be final.

In the event the Rater is the Chief of Police, the appeal process will be directly to the President of the Board of Commissioners.

XI. RETENTION OF EVALUATIONS:

1. A copy of the annual completed evaluations will be placed in the members' personnel file and retained permanently therein.

XII. EVALUATION OF SUPERVISORS CONDUCTING EVALUATIONS:

1. The Deputy Chief of Police shall evaluate raters giving employee performance evaluations as part of the rater's performance evaluation. The areas to be evaluated should include the rater's fairness, impartiality and ratings given, and their ability to carry out their role in the evaluation process.

ATTACHMENTS: Appendix 8.1A - Thurmont Police Department Evaluation Report
Appendix 8.1B Police Officer Responsibilities
Appendix 8.1C Job Descriptions - Police Officer
Criminal Investigator (*Detective*)
Corporal
Sergeant
Lieutenant
Administrative Coordinator
Secretary
Code Enforcement Officer
Property Evidence Custodian
Crime Scene Technician
School Crossing Guard

DOCUMENT DATES:

Amended Date: May 2, 2012

Review Date:

Rescinds: Policy issued February 15, 2007

Order Written by: Lieutenant P. Allen Droneburg

Order Edited and Approved by: Chief Gregory L. Eycler

