

Evaluation of Employees

1002.1 PURPOSE AND SCOPE

The Barstow Police Department's employee work performance evaluation system is designed to record work performance for both the department and the employee, providing recognition for good work and developing a guide for improvement.

1002.2 POLICY

The Barstow Police Department utilizes a work performance evaluation report to measure performance and to use as a factor in making personnel decisions that relate to merit increases, promotion, reassignment, discipline, demotion and termination. The work performance evaluation report is intended to serve as a guide for work planning and review by the supervisor and employee. It gives supervisors a way to create an objective history of work performance based on job standards.

The Barstow Police Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to sex, race, color, national origin, religion, age, disability or other protected classes.

1002.3 EVALUATION PROCESS

Work performance evaluation reports will cover a specific period of time and should be based on documented performance during that period. Work performance evaluation reports will be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

All sworn and non-sworn supervisory personnel shall attend an approved supervisory course that includes training on the completion of work performance evaluations within one year of the supervisory appointment.

Each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation criteria with each employee at the beginning of the rating period. Supervisors should document this discussion in the prescribed manner.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise.

Non-probationary employees demonstrating substandard performance shall be notified in writing of such performance as soon as possible in order to have an opportunity to re-mediate the issues. Such notification should occur at the earliest opportunity, with the goal being as soon as possible prior to the end of the evaluation period.

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Employees who disagree with their evaluation and who desire to provide a formal response or a rebuttal may do so in writing, within thirty (30) days after acceptance of the evaluation by the employee and in the prescribed format.

1002.3.1 RESERVE OFFICER EVALUATIONS

Reserve officer evaluations are covered under the Reserve Officers Policy (see Policy 350.56).

1002.4 FULL TIME PROBATIONARY PERSONNEL

Non-Sworn Full-Time: This category includes Dispatchers, Police Services Assistants, Evidence Technicians/Crime Scene Investigators, and any additional non-sworn full-time employees of the department. All members of this category are on probation for six (6) months or 1040 regular scheduled hours of performed work, with the exception of the Dispatcher position. Dispatchers are on probation for twelve (12) months or 2080 regular scheduled hours of performed work. Probationary non-sworn employees are evaluated monthly during the probationary period. All employees satisfactorily completing the term of probation as listed are eligible for certification as permanent employees. Probationary Dispatchers assigned to the Barstow Police Department Communications Training Program (CTP) are evaluated on a daily and weekly basis during the term of the CTP.

Sworn Full-Time: This category includes all Sworn Officers of the department. All members of this category are on probation for twelve (12) months or 2080 regular scheduled hours of performed work. Probationary Officers are evaluated monthly during the probationary period. All employees satisfactorily completing the term of probation as listed are eligible for certification as permanent employees. Probationary Officers assigned to the Barstow Police Department Field Training Program (FTP) are evaluated on a daily and weekly basis during the term of the FTP.

1002.5 FULL-TIME PERMANENT STATUS PERSONNEL

Permanent employees are subject to three types of work performance evaluations:

Regular - An Employee Performance Evaluation shall be completed once each year by the employee's immediate supervisor on the anniversary of the employee's date of hire except for employees who have been promoted in which case an Employee Performance Evaluation shall be completed on the anniversary of the employee's date of last promotion.

Transfer - If an employee is transferred from one assignment to another in the middle of an evaluation period and less than six months have transpired since the transfer, then an evaluation shall be completed by the current supervisor with input from the previous supervisor.

Special - A special evaluation may be completed any time the supervisor of any employee feels one is necessary due to employee performance that is deemed less than standard. Generally, the special evaluation will be the tool used to demonstrate those areas of performance deemed less than standard when follow-up action is necessary (action plan, remedial training, work performance contract, etc.). The evaluation form and any additional documentation shall be submitted as one package.

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1002.5.1 RATINGS

When completing the employee work performance evaluation, the supervisor shall use the SuccessFactors® program, as subscribed to by the City of Barstow, or the current evaluation process in use by the City of Barstow. The definition of each rating category under the SuccessFactors® Program is as follows:

5.0 Substantially Exceeds Expectations - Actual performance well beyond that required for the position. It is exceptional performance, definitely superior or extraordinary.

4.0 Exceeds Expectations - Represents performance that is better than expected of a fully competent employee. It is superior to what is expected, but is not of such rare nature to warrant outstanding.

3.0 Meets Expectations - Is the performance of a fully competent employee. It means satisfactory performance that meets the expectations required of the position.

2.0 Needs Development - Is a level of performance less than that expected of a fully competent employee and less than expectations required of the position. A needs development rating must be thoroughly discussed with the employee.

1.0 Unsatisfactory - Performance is inferior to the expectations required of the position. It is very inadequate or undesirable performance that cannot be tolerated.

Each section of the evaluation shall also include a narrative section in which the employees work performance shall be discussed by the supervisor. The narrative section allows the supervisor to document the employee's strengths, weaknesses, and suggestions for improvement. Any rating above or below 3.0 Meets Expectations shall be substantiated in the narrative section of each evaluated section.

1002.6 DISCRIMINATION / HARASSMENT POLICY REVIEW

At the time of each employee's annual work performance evaluation, the reviewing supervisor shall require the employee to read the City of Barstow and Barstow Police Department harassment and discrimination policies. The supervisor shall include within the work performance evaluation that the employee was directed to review the policies. The supervisor shall address the following comments with the employee as part of the discrimination / harassment policy review: 1) That the employee understands the harassment and discrimination policies. 2) Whether any questions the employee has have been sufficiently addressed. 3) That the employee knows how and where to report harassment policy violations.

1002.7 EVALUATION REVIEW

Once the employees work performance evaluation has been completed by the employee's immediate supervisor, the evaluation will be electronically forwarded to the Division Commander of the division in which the employee is currently assigned, and then to the Chief of Police. Both the Division Commander and Chief of Police may add additional comments to the evaluation. The evaluation will then be routed back to the supervisor for review and signature. The evaluation is

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then routed to the employee, where the employee and the employee's supervisor responsible for the preparation of the evaluation will review and discuss the evaluation. Once all parties have reviewed the evaluation the employee will electronically sign the evaluation and it will then be forwarded to the City of Barstow Human Resources Department for additional processing.

1002.8 EVALUATION DISTRIBUTION

The completed original work performance evaluation may be copied by the employee at the time the employee electronically signs the evaluation, or at any time after that fact. The evaluation will be maintained in the City of Barstow Human Resources Department for the duration of the employee's tenure with the City of Barstow.