

Performance Evaluations

807.1 VERSION

Review Date	Effective Date	Approving Authority
09/22/2022	07/09/18	Kelley Warner, Chief of Police

807.2 POLICY AND PURPOSE

This policy provides guidelines for the Harrisonburg Police Department performance evaluation system.

The Harrisonburg Police Department shall use a performance evaluation system to measure, document and recognize work performance. The performance evaluation will serve as an objective guide for the recognition of good work and the development of a process for improvement.

The 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.

807.3 ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this policy. Responsibility rests with the supervisor to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated. This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

807.4 EMPLOYEE'S RESPONSIBILITIES

- (a) Actively participate in the performance evaluation meeting
- (b) Continuously monitor their own goals and discuss any achievements/concerns with the evaluator

807.5 SUPERVISOR RESPONSIBILITIES

One of the goals of any supervisor and employee relationship should be to have open feedback/communication throughout the year so that the performance evaluation meeting does not surprise the employee or the evaluator.

An evaluation may be completed at any time the supervisor and Commander or the authorized designee determine an evaluation is necessary to address less than standard performance. The evaluation may include a plan for follow-up action (e.g., performance improvement plan (PIP), remedial training).

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807.6 EVALUATION PROCESS

Supervisors should meet with the employees they supervise at the beginning of the evaluation period (January - December) to discuss expectations and establish performance standards. Each supervisor should discuss the tasks of the position, standards of expected performance and the evaluation criteria with each employee.

Performance evaluations cover a specific period (January - December) and should be based upon documented performance dimensions that are applicable to the duties and authorities granted to the employee during that period. Evaluations should 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 evaluating supervisor for input.

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 and to acknowledge good work. Periodic discussions with the employee during the course of the evaluation period are encouraged. Supervisors should document all discussions in the prescribed manner.

Non-probationary employees demonstrating substandard performance shall be notified in writing as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur at the earliest opportunity, with the goal being a minimum of 90 days written notice prior to the end of the evaluation period.

All supervisors shall receive training on performance evaluations within one year of a supervisory appointment.

At any point when the employees job duties or goals change and evaluation can be completed.

807.6.1 PROBATIONARY EVALUATIONS

Typically when an employee is hired, they will receive an probationary evaluation within their first 6 months of employment for civilians and one year for sworn.

807.7 PERFORMANCE IMPROVEMENT PLAN

Employees who receive an unsatisfactory rating overall may be subject to a Performance Improvement Plan (PIP). The PIP shall delineate areas that need improvement, any improvement measures and a timetable in which to demonstrate improvement. The issuing supervisor shall meet with the employee to review his/her performance and the status of the PIP at designated timeframe.