

DEKALB POLICE DEPARTMENT

Subject: **Performance Evaluation s**

Effective Since: 8-21-03

Revision Effective: 1-1-19

Reference Material: NA

ILEAP Standards Covered: PER.05.01-05.02

Policy #: **203.1**

Originally Issued As: P-3 of 6-26-95

FTO Training Task: # 6

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PURPOSE: It is the purpose of this policy to outline the employee performance appraisal evaluation system.

POLICY: It is the policy of the administration to inform each employee of the organization what is expected in the execution of their duties. These expectations are established by the department's written directive system, to include all policies, procedures, rules, regulations, written directives, as well as verbal orders or directives. Supervisors shall measure each employee's performance and document performance ratings on the appropriate employee evaluation form. Each employee is entitled to a personal review of the evaluation.

DEFINITION: Performance Appraisal or Evaluation: an objective system used to rate the employee's performance in specific areas as well as overall job performance.

PROCEDURES:

- A. The department shall establish a written performance appraisal system; the system includes an established written evaluation form for rating specific job functions, a discussion of overall job performance between supervisor and employee, career counseling, goals for the next evaluation period, and an opportunity for the employee to make a written response to the appraisal system.
 1. The appraisal forms should be as specific as possible to the employee's job description.
 2. The written appraisal forms should include a rating scale and the criteria for each rating.
 3. Any new or revised appraisal form should be issued to employees, so they can view the categories to be rated and the criteria for the rating.
 4. A performance appraisal will be completed for the performance period just completed and will be reviewed by supervisory staff. [ILEAP PER.05.02(a)]
 5. The performance appraisal will conclude with the level of performance or individual goals expected for the next rating period. [ILEAP PER.05.02(b)]
- B. Employee performance appraisals shall be conducted on an annual basis, or more frequently at the determination of the Chief of Police or Division Commander. The Patrol Division will typically have quarterly performance appraisals at the conclusion of each established quarter. [ILEAP PER.05.01(b)]
- C. Each division commander is responsible for ensuring the completion of the performance appraisal system.
- D. The employee's immediate or current supervisor, typically the sergeant or above, should complete the employee's performance appraisal.
- E. Probationary employees are not subject to the ordinary performance evaluation system but instead are evaluated following the system in Policy 201.3, Field Training Program. [ILEAP PER.05.01(c)]
- F. All of the employee's supervisors during the rating period may have input on the rating and comments included in the appraisal.
- G. Once completed, the supervisor shall review the performance appraisal with the employee.
- H. The employee may make comments about the appraisal in writing, to be filed with the performance appraisal.
- I. The completed and reviewed performance appraisal and any employee written comments are reviewed by the division commander and/or Chief of Police and placed in the employee's personnel file.

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- J. Proper use of the performance appraisal is important. Supervisors are not to be influenced by any personal bias against any employee, and any written or verbal comments should be intended to be constructive.
- K. The career counseling function offers guidance to individuals for choosing, preparing, entering, and progressing in job assignments. Career counseling can be provided by any supervisory officer who has completed a general or advanced supervisory training course and takes place as part of the performance evaluation.
- L. Career counseling serves to identify:
 - 1. The skills, knowledge and abilities of each employee relative to present and future job assignments, including strengths and weaknesses;
 - 2. In-service training needs or desires; and
 - 3. The extent to which training fulfills the employee's and department's expectations and needs.
- M. The department's evaluation system is designed to accomplish the following objectives:
 - 1. For employees:
 - Make them aware of duties, responsibilities, and supervisory expectations.
 - Provide an analysis of their capabilities and methods to enhance them.
 - Afford them an opportunity to freely discuss their job, career objectives, and future with their supervisor.
 - Provide motivation for improving performance and self-development.
 - 2. For supervisors:
 - Identify employees with potential for greater responsibility.
 - Support personnel actions in promotions, transfers, and removal of incompetent employees
 - Establish an effective communication system between employee, supervisor, and management
 - Provide information for realistic manpower utilization.
 - Provide information on training needs and individual development.

[ILEAP PER.05.01(a)]

Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police .

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.