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## Evaluation of Employees

### 1000.1 PURPOSE AND SCOPE

The Department's employee 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.

### 1000.2 POLICY

The Urbana Police Department utilizes a performance evaluation report to measure performance and to use as a factor in making personnel decisions that relate to promotion, reassignment, discipline, demotion and termination. The 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 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.

### 1000.3 FULL TIME PROBATIONARY PERSONNEL

Civilian personnel are on probation for 12 months before being eligible for certification as permanent employees.

Sworn personnel are on probation for 6 months following completion of FTO program before being eligible for certification as permanent employees. Probationary officers are evaluated daily, weekly and monthly during the probationary period.

### 1000.4 FULL-TIME PERMANENT STATUS PERSONNEL

Permanent employees are subject to these types of performance evaluations:

**Regular** - An Employee Performance Evaluation shall be completed every six months for patrol officers and once each year for other full time employees by the employee's immediate supervisor.

**Special** - A special evaluation may be completed any time the rater and the rater's supervisor feel 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 planned (action plan, remedial training, retraining, etc.). The evaluation form and the attached documentation shall be submitted as one package.

#### 1000.4.1 RATINGS

When completing the Employee Performance Evaluation, the rater will place a check mark in the column that best describes the employee's performance. The definition of each rating category is as follows:

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- **Standards Met:** The officer or employee understands, demonstrates, or otherwise perform tasks and assignments, and complies with Departmental Directives as required, accurately, on time, and efficiently.
- **Needs Improvement:** The officer or employee needs to raise the level of performance, improve compliance with Departmental Directives, complete tasks more quickly or efficiently.
- **Standards Not Met:** The officer or employee does not understand, demonstrate, or otherwise perform tasks, assignments, or complies with Departmental Directives as required, accurately, on time, and efficiently.

Space for written comments is provided at the end of the evaluation in the rating supervisor comments section. This section allows the rater to document the employee's strengths, weaknesses, and suggestions for improvement. A rating under any job dimension marked other than "Meets Standards" shall be substantiated in the rater comments section.

#### **1000.5 EVALUATION INTERVIEW**

When the supervisor has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results of the just completed rating period and clarify any questions the employee may have. If the employee has valid and reasonable objections to any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for the upcoming evaluation period should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement, specialty positions and training opportunities.

#### **1000.6 EVALUATION REVIEW**

Prior to the issuance of the evaluation, the supervisor will forward the evaluation to the rater's supervisor (Division Commander). The Division Commander shall review the evaluation for fairness, impartiality, uniformity, and consistency and place any comments needed on the evaluation. The evaluation will be returned to the supervisor for issuance to the employee. The employee and the rating supervisor will sign the evaluation and place any comments in the section provided.

#### **1000.7 EVALUATION DISTRIBUTION**

The original performance evaluation shall be maintained in the employee's personnel file for the tenure of the employee's employment. A copy will be offered to the employee.