

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

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TRAINING: PERFORMANCE REPORTS FOR CIVILIAN STAFF

Performance reports providing a detailed account of duties performed by the member-in-training, as well as a personal evaluation of the member's interest and professional aptitudes, shall be submitted to the Chief of Police.

A. Monthly Performance Reports.

1. During the probationary period of employment with this Department, performance reports shall be forwarded:
 - a. On the Civilian Employee Monthly Probationary Evaluation form, as outlined in General Order [6.02 Performance Evaluations: Types of Evaluations](#) .
 - b. By the supervisor whom the member-in-training is assigned.
 - c. Immediately following each month of probationary service.
 - d. To the Chief of Police, or designee, through the normal chain of command.

2. Each performance report shall identify the member involved and advise the following:
 - a. The member's work assignment.
 - b. The manner in which the member is performing assigned duties.
 - c. Any personal observation, i.e., interest, professional aptitude, etc., deemed relevant by the evaluating supervisor.
 - d. Whether or not the member is performing in a satisfactory manner. If the performance is deemed unsatisfactory, the report shall contain a recommendation as to the value of the member's continued employment with this Department.

3. Each performance report shall be presented to, and signed by, the affected member prior to transmissions through normal chain of command or routing for information, discussion, and acknowledgement purposes. Should the involved member choose not to acknowledge the concerned report, the presenting supervisor shall make a statement of that fact upon the report and sign the statement.

4. Should the conduct of any member-in-training so warrant, a special or separate performance report concerning the member shall be made.