

<b>PRINCE WILLIAM COUNTY POLICE DEPARTMENT MANUAL OF GENERAL ORDERS</b>			
<b>General Order: 6.01</b>	<b>Effective: 12/31/2018</b>	<b>Supersedes: 01/01/2014</b>	<b>Number of Pages: 3</b>
<b>PERFORMANCE EVALUATIONS: GENERAL GUIDELINES</b>			

The purpose of an Employee Performance Evaluation is to formally assess and document employee performance and to provide useful feedback to the employee. Performance evaluations may impact training programs, transfers, promotions, demotions, or terminations, and may affect compensation adjustments when applicable.

Employee Performance Evaluations are also intended to be a tool, utilized for:

- Defining the connection between what an employee does every day and services provided to customers and citizens
- Establishing clear performance standards and stated expectations for performance
- Providing feedback on overall job performance
- Recognizing achievement
- Addressing areas needing improvement
- Encouraging two-way communication
- Establishing plans for future success, to include professional development

A. Supervisors shall receive training on how to conduct the performance evaluation function. This may be accomplished through training by their supervisor, or from periodic retraining classes.

B. Each supervisor will thoroughly study this General Order and the *Employee Performance Evaluation Supervisor Field Guide* before attempting to rate anyone. Supervisors shall use the standards set forth in the Field Guide to conduct evaluations.

C. The rating period for the annual Employee Evaluation is a 12 month period.

1. The rating will only cover performance during the rating period. The rater should generally not be concerned about performance that occurred prior to the rating period, except when necessary to discuss/rate progress or regression.
2. The rating period dates must be notated in the following format on the form: (Ex.) From: 07/01/2018 To: 07/01/2019.

D. Evaluation dates may change based on promotion or job status changes.

1. Newly hired police officers who must complete the Criminal Justice Academy will begin a one-year probationary period upon successful graduation from the Academy. The employee's performance review date becomes the date of graduation from the Criminal Justice Academy.
2. The evaluation date for non-sworn or civilian members and newly hired certified officers is generally the Date of Hire (DOH).
3. Evaluation dates are amended to the date of promotion (or demotion) when applicable.

- E. Annual evaluations are due in the **Accounting Section of the Fiscal Policy Management Bureau** 30 days prior to the member's anniversary date.
- F. The performance of all employees is rated based on individual performance goals and job description. Items to consider in an evaluation include annual performance, accomplishments, challenges or difficulties, and goals and objectives for the next review period.
- G. Tenure and seniority are not measured factors and should not influence the supervisor's assessment of an employee's annual performance.
- H. The process of performance evaluation is ongoing and is used to assess the overall performance and development of an employee. This process requires active participation between evaluator and employee during the rating period. Active participation includes meetings between parties to discuss performance and progress toward achieving goals.
- I. Evaluation (and PIP) Assignment
  - 1. The member's immediate supervisor is responsible for timely completion of the employee performance evaluation. If the member was supervised by more than one person during the evaluation rating period, the supervisor who supervised the member the majority of the time shall be responsible for completing the evaluation.
  - 2. The supervisor completing the evaluation shall consult the member's other supervisor(s), to include specialty or part-time assignments; these assessments shall be incorporated into the member's evaluation.
  - 3. In every case, the member's current supervisor shall be responsible for ensuring the evaluation is completed in accordance with this General Order.
  - 4. If the member was supervised by more than one person during the evaluation rating period and a Performance Improvement Plan (PIP) is required (see G.O. 6.02 (E)), the rating supervisor and the new supervisor (if different) should collaborate as appropriate on the PIP. Ultimately, the current supervisor is responsible for monitoring performance and utilizing the PIP to document improvement progress.
- J. At a minimum, ratings will be submitted to the next supervisory level for review prior to the member's evaluation conference. No changes or alterations of any kind will be made by the higher supervisor. Should the higher supervisor disagree with the rating, he or she must complete a separate evaluation on the individual concerned and forward both evaluations together with a memorandum explaining the difference to the next supervisory level.
  - 1. When two subordinate supervisors disagree on a rating, the respective Commander will determine the rating to be given and discuss the evaluation with the rated individual.
  - 2. A separate evaluation may be made by any higher level of authority as prescribed above. Final disposition, if necessary, lies with the Chief of Police.
  - 3. Any member has a right to see all separate evaluations if they so desire.
- K. Review and approvals required by Chain of Command
  - 1. For evaluations with an overall rating of "Fully Achieves," the evaluation may be provided to the member after it has been reviewed by the next supervisory level in the employee's chain of command.

2. For evaluations with an overall rating *below* “Fully Achieves” (Needs Improvement” and “Does Not Meet”), the evaluation must be reviewed and approved by the Division Commander prior to providing the evaluation to the member.
  3. For evaluations with an overall rating *above* “Fully Achieves” (“Exceeds” and “Greatly Exceeds”), the evaluation must be reviewed and approved by the Bureau or District Commander prior to providing the evaluation to the member.
- L. Following submission of the final copy to the Chief’s Office, the rating supervisor shall give the completed and signed original evaluation report to the member being rated.
- M. Merit adjustments and employee eligibility will be subject to the Prince William County Personnel Policy.
- N. If an employee disagrees with their performance evaluation, he/she may address his/her concerns in writing within ten (10) calendar days of receipt of the performance evaluation to his/her immediate supervisor. Evaluations and resulting compensation adjustments cannot be grieved (see County Personnel Policy).