

PRINCE WILLIAM COUNTY POLICE DEPARTMENT MANUAL OF GENERAL ORDERS		
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PERFORMANCE EVALUATIONS: TYPES OF EVALUATIONS		

This General Order outlines the types of evaluations that are part of the Department's Performance Evaluation System and when they are to be completed.

A. Annual Performance Evaluation

1. This evaluation is completed annually for every member.
2. This evaluation will be completed on the Annual Performance Evaluation Form. Always use the link from the My Department Team Page to access the evaluation forms. This will ensure the most recent, auto-populated form is being utilized. Specific forms have been designated for use by the Police Department for all members:
 - a. Civilian (PD-244) – this form is to be used for all civilian members who do not possess supervisory responsibilities.
 - b. Civilian Supervisor (PD-245) – this form is to be used for all civilian members who possess supervisory responsibilities.
 - c. Sworn Officer/Detective (PD-241) – this form is to be used for sworn officers/detectives.
 - d. Sworn Supervisor (PD-242) – this form is to be used for the rank of Sergeant thru Lieutenant.
 - e. Command Staff (PD-243) – this form is to be used for the rank of Captain and above and designated civilian managers.
3. The rating period is a 12 (twelve) month period. (*i.e.* From date: 07/01/2013 – To date: 07/01/2014).
4. Annual evaluations are due in the **Accounting Section of the Fiscal Policy Management Bureau** 30 days prior to the member's anniversary date.
5. For all ratings with the exception of "Fully Achieves", the Division Commander must review and sign prior to providing the evaluation to the member.
6. This evaluation will be retained by the Department in accordance with official retention requirements.

B. Pro-Rated Evaluations

1. A pro-rated evaluation shall be completed on any member who is promoted/demoted during a rating period.
2. This evaluation will be completed on the Annual Performance Evaluation Form, in accordance with this General Order.

3. The rating period will be from the time of the member's last performance evaluation to the day (prior) to the member's effective date of promotion/demotion.
4. Pro-rated evaluations are due in the in the Accounting Section of the Fiscal Policy Management Bureau. prior to the effective date of the promotion/demotion.
5. For all ratings with the exception of "Fully Achieves", the Division Commander must review and sign prior to providing the evaluation to the member.
6. This evaluation will be retained by the Department in accordance with official retention requirements.

C. Monthly Probationary Evaluations

1. Newly Hired Sworn Members

- a. All newly hired sworn members will serve in an initial probationary period until attaining POII status.
- b. During a sworn member's FTO period no monthly probationary evaluation is needed, as the FTO period is documented sufficiently.
- c. Upon successful completion of the FTO period, monthly probationary evaluations are to be completed upon the member.
- d. This evaluation will be completed on the Department's Probationary Evaluation Form.
- e. The rating period for this evaluation shall be one (1) month
- f. This evaluation will be forwarded thru the member's chain of command to the Chief of Police.
- g. This evaluation will be retained in the member's personnel file in the Police Personnel Bureau, which satisfies County Personnel Policy and Regulations Section 10 (*Probationary and Permanent Status*).
- h. The probation period may be extended by the Chief of Police for good reason.

2. Newly Hired Civilian Members

- a. All newly hired civilian members will serve in an initial probationary status for 12 (twelve) months, upon being hired.
- b. Probationary evaluations will be completed monthly on the Department's Probationary Evaluation Form.
- c. The rating period for this evaluation shall be one (1) month.
- d. This evaluation will be forwarded thru the member's chain of command to the Chief of Police.
- e. This evaluation will be retained in the member's personnel file in the Police Personnel Bureau, which satisfies County Personnel Policy and Regulations Section 10 (*Probationary and Permanent Status*).
- f. The probation period may be extended by the Chief of Police for good reason.

3. Disciplinary Probation

- a. This rating period begins on the day the member is placed on disciplinary probation.
- b. This evaluation will be completed in the form of a memorandum; submitted through member's chain of command to the Chief of Police.
- c. The memorandum shall summarize member's overall performance, as well address the issue(s) that caused the member to be placed on disciplinary probation.
- d. The rating period for these evaluations shall be one (1) month.
- e. This evaluation will be forwarded thru the member's chain of command to the Chief of Police.
- f. This evaluation will be retained in the member's personnel file in the Police Personnel Bureau.
- g. The probation period may be extended by the Chief of Police for good reason.

4. Newly Promoted Supervisors

- a. All newly promoted members will be on probation for a period of twelve (12) months.
- b. This rating period begins on the effective date of the member's promotion.
- c. This evaluation will be completed on the Department's Bi-monthly Probationary Supervisor Form.
- d. This evaluation shall be completed on a bi-monthly basis (every two months).
- e. The rating period for this evaluation shall be two (2) months.
- f. This evaluation will be forwarded thru the member's chain of command to the Chief of Police.
- g. This evaluation will be retained in the member's personnel file in the Police Personnel Bureau, which satisfies County Personnel Policy and Regulations Section 10 (*Probationary and Permanent Status*).
- h. Probationary supervisors, who fail to satisfactorily perform during their probationary periods will, be processed in accordance with the County Personnel Manual. The probation period may be extended by the Chief of Police for good reason.
- i. Appointments to the ranks of Captain and above are staff positions and are exempted from the periodic ratings required by the above. However, they must be evaluated annually in accordance with County Personnel Regulations.