

<b>PRINCE WILLIAM COUNTY POLICE DEPARTMENT MANUAL OF GENERAL ORDERS</b>		
<b>General Order: 6.04</b>	<b>Effective: 1/01/2014</b>	<b>Number of Pages: 2</b>
<b>PERFORMANCE EVALUATIONS: PERFORMANCE UPDATES</b>		

It shall be the responsibility of all supervisors to continuously provide feedback to the members under their command regarding work performance. Supervisors should keep their members informed regarding their performance, providing positive and constructive feedback with the goal of continually improving performance.

The Chief of Police may delay approval of an in-grade salary adjustment if a member's work performance is unsatisfactory and would result in an overall rating of "Significantly Below" or "Does Not Fully Achieve". The following actions shall be taken to assist a member in changing their performance to meet Department standards.

- A. The rating supervisor will notify the member, in writing, ninety (90) calendar days prior, to the member's performance review date that, unless improvement is made, they (rating supervisor) will recommend to the Chief of Police that the member's merit adjustment be delayed. The notice is not required when conditions exist in which a ninety (90) day notice could not be given and immediate action would be necessary.
- B. This correspondence will reveal the reason(s) for the recommendation, explaining when and how the concerned member has failed to perform.
- C. The concerned member will respond, in writing, within ten (10) calendar days to the Chief of Police explaining their reason(s) for agreeing or disagreeing with the "Significantly Below" or "Does Not Fully Achieve" rating.
- D. The correspondence from the rating supervisor and concerned member will be routed through the chain of command to the Chief of Police. After review, the Chief of Police will notify the concerned member, in writing, as to whether or not their merit adjustment will be delayed. If the decision is to delay the adjustment, the correspondence must indicate the reason(s) for the delay.
- E. Initially, the Chief of Police may delay the merit adjustment for a maximum of ninety (90) days.
- F. During the period of time in which the adjustment has been delayed, all efforts will be made to identify problem areas and suggest methods for improvement. At the end of the delayed time period, the member's performance must have improved and be certified in writing to the Chief of Police by the rating supervisor.
- G. If the member's performance has not improved, another extension of time may be granted. The duration of time will be determined by the Chief of Police and may include a delay of the merit adjustment to a **maximum** of fifteen (15) months, if such action is in the best interest of the member and County. The appointing authority, or designee, is required to evaluate and counsel the member each ninety (90) day period.

- H. At the start of each extension of time, a specific notice will be given to the member stating that unless acceptable improvement is made in performance, termination will be made at the end of the extended period. Termination will not be made prior to the stated date unless the situation warrants more immediate action.
- I. The rating supervisor will submit a written memorandum monthly to report on the member's performance during any period the adjustment is delayed.