

PRINCE WILLIAM COUNTY POLICE DEPARTMENT MANUAL OF GENERAL ORDERS		
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PERFORMANCE EVALUATIONS: APPEALING AN EVALUATION		

The purpose of this policy is to outline the process by which an employee may appeal the performance evaluation given to them.

A. Annual Performance Evaluations

1. It is the duty of each member who disagrees with the evaluation they receive, or with any part thereof, to reply in writing to the supervisor of the rater within ten (10) calendar days of the date of the evaluation interview. Evaluations and resulting compensation adjustments cannot be grieved.
2. If an appeal is desired, the member will submit their appeal to the supervisor of the rater by way of memorandum. The memorandum shall be addressed to the Chief of Police and include what specific aspects of the evaluation are being appealed.
3. If after the meeting with the rater's supervisor the member still disagrees with the evaluation, then the member may appeal to the next level in the Chain of Command. This process may continue up the Chain of Command; however, the Chief of Police will make the final decision on the appeal. Under no circumstances will a member be allowed to grieve an evaluation after the Chief's final decision.
4. If at any point during the appeal process a supervisor finds merit to the member's appeal, that supervisor will complete a separate evaluation on the member and a memorandum, addressed to the Chief of Police, outlining the meeting with the member and the changes that were made to the evaluation and forward it through the Chain of Command.
5. By the nature of the appeal process, any compensation adjustments that could take effect based upon the evaluation may be delayed.

B. Monthly Probationary Performance Evaluations

1. It is the duty of each probationary member who disagrees with the monthly probationary evaluation they receive, or with any part thereof, to reply in writing, to the supervisor of the rater within ten (10) calendar days of the date of the evaluation interview.
2. If an appeal is desired, the member will submit their appeal to the supervisor of the rater by way of memorandum. The memorandum shall include what specifically is being appealed.
3. The rater's immediate supervisor shall review the contested evaluation and the probationary member's memorandum and may interview anyone who may have knowledge concerning the contested probationary evaluation.
4. The supervisor shall render a written decision to the probationary member within ten (10) calendar days from the date of receipt of the memorandum contesting the evaluation.

5. The rater's immediate supervisor's decision shall be final.
6. The supervisor shall submit a memorandum to the Chief of Police indicating their decision and their justification for the decision.
7. The rater's original Monthly Probationary Evaluation, the contesting memorandum, and the supervisor's memorandum will be attached together and made part of the member's personnel file. The supervisor's comments concerning the area(s) of disagreement shall be the official record.