

St. Joseph, Missouri Police Department



DIRECTIVE TYPE: GENERAL ORDER		INDEX NUMBER: GO0116
SUBJECT: Performance Evaluations		
ISSUE DATE: March 27, 2001	REVISED: 7/04/05, 12/14/07, 11/03/10	AMENDS/RESCINDS: GO #22 of Jan. 1, 1996
REVISIONS CONTINUED: 1/24/2020, 3/04/2025		DISTRIBUTION: A

I. Policy:

It is the policy of this Department to maintain an ongoing performance evaluation system. The system is designed to improve member performance by identifying strong and weak points of individual performance and applying appropriate guidance and reinforcement. Its purpose is to serve both the member and the Administration by providing fair and objective measurements of individual performance.

II. Procedure:

A. Evaluation System Management:

1. All members will be evaluated annually during the month of their anniversary date.
 - a. The Human Resources Department will notify the Police Department when an evaluation report is due through Paycor. The ratings period shall cover the one-year period prior to the anniversary date, with the **following exceptions:**
 1. Newly promoted Supervisors who are evaluated after the first six months of their promotion will be evaluated again at the end of their first year and every year, thereafter.
 2. Entry level probationary members should be evaluated at least quarterly (See also II.C. of this General Order) during their probationary periods.
 3. Any officer moving to a different shift or assignment. In this occurrence, the former supervisor shall send a collective evaluation to the new supervisor where the officer is transferring to within six (6) months of transfer.
 - b. The ratings shall be based on criteria specific to the assignment of the member during said ratings period.
2. Division Commanders shall be responsible for management and oversight of the evaluation system for their Division. Sworn and civilian members will be evaluated by their immediate Supervisor(s) using the review function of

Paycor. Each Supervisor will be assigned a designated number of subordinates to evaluate.

3. Procedures for the Use of Corresponding Evaluators/Forms:

- a. The Evaluator will then complete the review to reflect the performance of the employee over the last year. The Evaluator shall meet with their supervisor to go over the review prior to meeting with the employee. In addition the review shall be submitted to HR before it is given to the employee.
 - b. The Supervisor and rated member shall then meet to review the completed review. Goals, expectations, and career objectives should be included. A response may be made by the rated member in the software during a one on one meeting.
 - c. The member and evaluator must acknowledge the review through Paycor upon completion, indicating that they have received the evaluation. Members may appeal an evaluation under the existing procedures for personnel grievances.
4. Throughout the ratings period, Supervisors will maintain working files on each member assigned to them, which may contain Letters of Commendation, formal and informal documentation of performance and discipline, and other pertinent information. Working files may be reviewed by the affected member and/or his/her Supervisors (within the chain-of-command), upon request. Upon transfer of a member, the working file will be forwarded to the next appropriate Supervisor.
 5. The Evaluator shall be responsible for identifying progress towards expected results and areas of concern during the rating period. A written review must be provided by the supervisor at least 90 days prior to the annual evaluation if a rating of unacceptable for the employee's overall performance is anticipated (this does not apply if the unacceptable categories have been formally addressed by documented counseling or discipline). A list of members' anniversary dates will be available through the administrative office to allow supervisors to keep abreast of the evaluation dates of personnel under their supervision.

B. Training:

Supervisors will be trained in the methods of rating subordinates as stated in GO0125 II.D.2, or when a new evaluation system is adopted.

C. Entry-level probationary members:

New members on probation (civilian and sworn) will be evaluated to determine, at the earliest point, their suitability for the current position. The principal objective of supervisors rating probationary members is to ascertain whether they can actually perform the required functions. Performance should be closely monitored, and frequent written evaluations (in accordance with sections **II.A.1,2,4.**) should be a part of this process. Evaluations during the probationary phase include, but are not limited to, the following:

1. New members going through the FTO (Field Training Officer) Program are evaluated daily, at the conclusion of each phase, and at the conclusion of the

program by FTO Officers/Supervisors to determine their suitability for the position.

2. New members going through the CTO (Communication Training Operator) Program are evaluated daily, at the conclusion of each phase, and at the conclusion of the program by CTO Trainers/Supervisors to determine their suitability for the position.
3. Academic reports of recruits placed at law enforcement academies for certification.
4. Rating Period Performance Reviews

D. Below Satisfactory Ratings:

Members who do not meet their goals and objectives shall be rated a second time at the end of six months following the unsatisfactory performance rating. Such ratings shall be prepared by the appropriate Supervisor, who will then discuss the rating with the member.

E. Disposition:

Once the evaluation is completed, it will be forwarded through Paycor to the Human Resources Director where it shall be filed in the member's Personnel File. The Human Resources Director shall not accept for record, any member evaluation that has not been acknowledged digitally by the member. After all acknowledgments are recorded, the Human Resources Director shall provide a copy of the completed report to the member.

Paul Luster, Chief of Police

Date