



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: PERFORMANCE EVALUATIONS

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

All employees will be evaluated twice a year by their supervisor; entry-level probationary employees will be evaluated quarterly. In order to ensure that personnel are rated fairly and professionally, the rater must have attended at least one supervisory training class. The period of evaluation shall be marked on the evaluation form and only performance specific to the assignment of the employee during that period will be considered. The appraisal shall be completed and submitted to the Chief for concurrence and approval of the "ratings."

II. MEASUREMENT CRITERIA -GENERAL

The employee's performance shall be evaluated on the following criteria as applicable to the employee's position:

A. Endurance

This dimension may include medical reports which may affect the ability of employees to perform all aspects of their responsibilities, routine and Emergency. Also, the ability of employees to adjust to working schedule changes due to snow, personnel shortages, resources, policy changes, etc., over and beyond normal administrative policy changes.

B. Personal Appearance

Maintaining a neat and clean personal appearance in uniform or civilian attire, including personal hygiene, hair, shoes, equipment, and clothing;

C. Professional Pride

The ability to handle stress and work assignments, including a measurement of the employees' ability to project a "professional" bearing towards carrying out their responsibilities, while complying with policies, rules, and regulations.

D. Attention to Duty

The trait of being industrious and working thoroughly and conscientiously in completing routine duties or a special assignment;

E. Cooperation

The ability to work cooperatively with co-workers, Town staff, and management; also, the exchange of constructive suggestions, methods of operations, materials, and resources. Most importantly, the ability to work within existing rules, regulations, and policies.

F. Initiative

The willingness to take appropriate action to remedy a given situation without requiring a direct order (i.e., picking up newspaper on a house check, reporting lights out, investigating follow-ups, reporting hazards, etc.).

G. Presence of Mind

The ability to take logical and appropriate action to remedy certain situations in unexpected emergencies or under great strain; this will also include matters in non-emergency situations.

H. Use of Appropriate Force

The ability to carry out police duties with the least amount of force believed to be reasonable to resolve a situation effectively.

I. Leadership (Supervisor or designee only)

The ability to direct, control, and influence the activities of others to achieve Town goals and objectives; The ability to maintain high morale in implementing rules, regulations, and policies of management.

J. Loyalty

The ability to accept, support, and carry out rules, regulations, and policies of the department and the Town with or without personal or professional acceptance as an individual of the goals and objectives of the department and the Town.

K. Personal Relations

The ability to maintain acceptable, cordial relations and a positive attitude with co-workers, supervisors, City staff, management, and the community at all time;

L. Economy of Management

The effective management, care, and use of City equipment and facilities;

M. Respect

The ability to exercise discretion and use information in such a manner to avoid embarrassment to the department, co-workers, or management;

III. MEASUREMENT CRITERIA - POLICE OFFICERS

The performance of a police officer shall be evaluated on the following criteria:

A. Knowledge of State and Local Laws

The ability to demonstrate an extensive or thorough working knowledge of State and local laws, including the Laws of Arrest, and apply them correctly in given situations;

B. Policy/Procedure Knowledge and Application

The ability to demonstrate a thorough working knowledge of current Department directives, including General Orders and memoranda;

C. Knowledge and Use of Alternative Resources

Has extensive knowledge of community-based and government-based resources, and makes appropriate referrals, or utilizes those resources when necessary. Consistently uses those resources to problem-solve.

D. Driving Skills in Normal Conditions

Demonstrates exemplary driving behavior and obeys all laws and Department policies regarding the operation of the vehicle(s) they are authorized to operate.

E. Driving Skills in Stressful or Emergency Conditions

Displays a high degree of competence at handling and maneuvering a vehicle at high speed; Utilizes emergency equipment appropriately. Has not been involved in an at-fault accident while on duty during this rating period;

F. Orientation Skill/Response to Calls for Service

Always responds safely and in accordance with designated response codes. Responds promptly and is prepared for different situations.

Handles calls efficiently and in accordance with established policies and procedures;

G. Report Writing: Organization and Detail

All reports are well-organized and rarely returned because of errors.

H. Report Writing: Neatness, Grammar, and Spelling

All reports exhibit excellent use of grammar, punctuation, and spelling. All reports are neat with no use of "white-out" or erasure.

I. Report Writing: Appropriate Time Used

All reports turned in within an appropriate period of time.

J. Problem Solving/Decision Making

Makes complex decisions with little or no assistance, anticipates problems, and prepares solutions in advance. Decisions are ethically, legally, and morally correct, and are based on intelligent information.

K. Performance Under Pressure/Stress

Gains and maintains control in all situations, under all conditions. Control feelings, emotions, and maintains composure in even the most trying situations.

L. Self-Initiated Activity

Is always alert and takes appropriate action when necessary. Patrols aggressively and pro-actively

M. Officer Safety

Always follows accepted safety practices and procedures.

N. Control of Conflict

Always uses a high degree of tact and discretion with which to maintain peace and order.

O. Use of Radio

Follows all Department, County, and FCC regulations and procedures, pays close attention to radio traffic.

IV. PROCEDURE

A. The rater will complete and sign the appropriate evaluation form:

1. The Police Officer Evaluation Form for Police Officers.

B. Any performance rating of unsatisfactory, excellent, or outstanding must be followed by explanatory comments citing specific reasons for the rating. Employees will be advised in writing at least ninety (90) days prior to the end of the annual evaluation period if their performance is deemed to be unsatisfactory.

C. The rater will discuss with the employee:

1. The results of the performance evaluation;

2. The level of performance expected and the goals for the next reporting period; and,

3. Any advancement, specialization, and training opportunities available to the employee.

D. Once the rater has finished, the employee will have a chance to review the evaluation with the rater, sign it, and make a statement if he or she wishes.

E. If the employee wishes to contest the evaluation report, he or she must do the following:

1. Compose a written statement stating his or her specific reasons for wanting an appeal;
2. Submit a copy to the rater's supervisor;

The rater's supervisor will meet with both parties to discuss the matter. The supervisor has the authority to re-evaluate the employee or dismiss the appeal. If the employee remains unsatisfied, he or she may appeal to the Town Manager.

F. The rater's supervisor will review the evaluation for fairness and sign it if he/she concurs. When it is the rater's turn to be evaluated, the skill with which the rates have performance their evaluations will be taken into account.

G. The evaluation will be filed and retained in the employee's file and a copy will be provided to the employee's

H. If the employee has performed his/her duties satisfactorily for the preceding year, the Chief will so certify and recommend to the Cottage City Commission that the employee receive and in-grade salary increase.

I. If the Cottage City Commission concurs with the Chief's recommendation, the employee will receive an in-grade salary increase to take effect on the anniversary date of employment.